Your Promap support guide

USER GUIDE

Promap®
A Landmark Service

It's all in the detail

Table of Contents

Part I Welcome to Promap 7

Who supplies our maps 8
How we invoice you 9
What's new in Promap? 10
How secure is Promap? 12
If you're new to computers 13
What you see on screen 17
Using Promap Help 17
How the mouse buttons work in Promap 20

Part II Logging in to Promap 22

To log in 22
To log out 23

Part III The Promap layers 24

Types of map layers available 24
To switch between map layers 30

Part IV Opening maps 33

Choosing how to locate your map 33
To locate a new site 34
To select a map layer and marker style 36
To locate a site without an address or OS Tile number 39
To search for sites to develop 41
Opening a saved map file 42
To open a recent file 42
To open a saved file by browsing 43
To search for saved files 44
To close a map 45

Part V Moving around the map 46

To move around the map 46
Distances you can roam for free 47
To zoom in and out 47

Part VI Customising your map 49

To delete the site marker 49

Measuring objects on the map 50
Selecting the shapes to be measured 50
To fill a shape 51
To draw around a shape 52
Snap to point 53
To measure between two points 54
To check clearance 55
To indicate clearance 56
Annotating the map with measurements 57
To see the measurements of shapes and lines 57
To annotate a map with a text box showing measurements 58
Finding a grid reference 58
To obtain an Easting and Northing for a point on the map 58
To see grid references in real-time 59
Drawing shapes and symbols 59
To draw a symbol, regular shape, arrow or line 60
To label objects with a text box 61
To draw a building freehand 61
Editing shapes and lines 62
To select an overlapping object 63
To delete the last line while drawing 63
To open closed shapes and lines 63
To add a point to a shape or line 64
To drag an existing point out 64
To delete a point from a shape or line 65
To delete an object 65
Moving, sizing and rotating objects 65
To move your object 66
To resize your object 66
To rotate your object 67
Changing an object's colours and styles 68
Shape Properties 68
Text Properties 69
Symbol Properties 70
Line Properties 70
Changing the appearance of map features 71
To switch map features on and off 71
To change the style and colour of a map feature 72
Colour schemes 73
To save a colour scheme 73
To apply a saved colour scheme 74
To delete a colour scheme 75
Part VII Advanced customisation 77
To copy objects 77
To group objects 78
To re-order objects 79
To align objects 80

To space objects ... 80
To size objects ... 81
To lock objects in place ... 82
To lock objects to the background ... 82
Drawing Libraries ... 83
To create a drawing library ... 83
To save a drawing library ... 84
To open a drawing library ... 84
To use an item from the drawing library ... 85
To show or hide a drawing library ... 86
To delete a drawing library ... 86
To convert a Promapcd drawing library to Promap on the web ... 86

Part VIII Saving files 88

To save a file for the first time ... 89
To save an existing file ... 90
To save changes to a read only file ... 90
To create a new folder ... 90
To organise files and folders ... 91
To convert PromapCD maps ... 93

Part IX Printing 95

To set a print frame and scale ... 95
To stretch a variable scale print frame ... 97
To move a print frame ... 98
To centre a print frame ... 98
To fix a print frame ... 99
To print a map ... 99
Print layout: logos, headers and footers ... 101
To add a header or footer ... 101
To add your company logo ... 102
To create a template ... 103
To use a template ... 104
To edit a template ... 105
To overwrite a template ... 107
To delete a template ... 107
To organise templates ... 108
Using a map in other applications ... 109
To download a map ... 110
To copy a map to the clipboard ... 111
Ordnance Survey Paper Map Copying Licence ... 111

Part X Exporting maps 112

Format options ... 112
Export Options ... 113

Samples of MasterMap® data 115
To export map data 116

Part XI Aerial photography 123

Why would you use aerial photography? 123
Who supplies our aerial photography? 123
Samples of aerial photography 124
Ordering aerial photography 131
To buy an aerial photograph 131
To customise your photograph 133
To print your aerial photograph 134
Ordering large aerials 134

Part XII Products 135

Landmark Historical mapping 135
Who supplies Landmark historical mapping? 136
Why would you use historical mapping? 136
Samples of historical mapping 138
To order historical mapping 141
To save your historical maps 143
Promap IQ 144
Reports 145
Selecting your site 147
Ordering your environmental report 148
Delivery details 150
Order summary 151
Order confirmation 153
Report Order Tracking. 155

Part XIII Setting preferences 158

To change general settings 158
To change display settings 160

Part XIV Charges and invoicing 162

Charges 162
Invoicing 163

Part XV Administrating Promap 165

About user administration 165
The admin user's folder view 166
The Admin User's tasks 168
Creating, modifying and deleting user accounts 168
To create a new user account 168
To modify a user account 171
To delete a user account 172
Creating, modifying and retiring user groups 173

To create a user group ... 174
To add or remove users in a group ... 174
To retire a user group ... 175
Creating and modifying office details ... 176
To create a new office ... 177
To edit an existing office ... 177
Setting usage restrictions ... 178
To change usage restrictions ... 179
Setting user defaults ... 181
To set user defaults ... 181
To create a read-only print template ... 183
Using the Ordnance Survey Paper Map Copying Licence ... 183
To enter existing licences into Promap ... 184
Part XVI Viewing users' expenditure 185
To view standard users' expenditure reports ... 186
To view expenditure reports as an admin user ... 187
To see a more detailed admin report ... 189
To save or print your expenditure report ... 190
Part XVII Reference 191
Promap hot keys ... 191
Landmark Historical Mapping Legends ... 193
Dialog boxes ... 193
Relocate ... 193
Enter expenditure details ... 194
Troubleshooting ... 195
Contacting the Technical Support Team ... 196
Specifications for Promap ... 196
Part XVIII Landmark Company Information 198
Contact details ... 198
Related websites ... 199
Terms and Conditions ... 199
Index 200

Welcome to Promap

Welcome to Promap

Promap gives you instant, online access to seven different layers of large and small scale digital Ordnance Survey maps. Promap also supplies Historical mapping, aerial photography, Promap IQ and Enviroscreen, the world’s first online, real time environmental due diligence report.

Promap uses the power of Windows and the convenience of the Internet to provide you with a powerful, flexible tool for locating, measuring, customising, printing and exporting maps. Printing high quality maps of anywhere in Britain requires no more than a standard desktop pc with an Internet connection and a printer. Multiple users can access Promap at the same time within an organisation and access each other's mapping to work together efficiently and quickly.

We have included step-by-step instructions on how to produce your mapping for all your business needs from accessing Promap to producing your finished map. It also includes instructions on how to access aerial photography from the UK's three leading suppliers, planning information through Promap IQ and contaminated land information with Enviroscreen.

Note to new Promap Users

If this is the first time you have used Promap, have a look at the Contents pages to get an idea of what the program can do.

Our suppliers

Promap provides seven layers of mapping ranging from the large scale overview of the Great Britain map to the detailed information on the Detail map. We also provide aerial photographs, historical maps, planning information and environmental reports.

Who supplies our maps

Promap provides eight layers of mapping ranging from the large scale overview of the **Great Britain** map to the detailed information on the **Detail** map. We also provide aerial photographs.

We use different suppliers to provide you with these maps. The suppliers and what they provide are listed below.

Map supplier	Description
Ordnance Survey Licensed Partner	Ordnance Survey supplies the Detail (Mastermap), Street Plus (1:10,000), Street (1:20,000), Explorer (1:25,000) and Town (1:50,000) mapping layers.
Collins Bartholomew	Collins Bartholomew supplies the Road Atlas (1:200,000) and Great Britain (1:5,000,000) mapping layers. You can print all of these layers from A4 to A0.
LANDMARK Information Group	Landmark Information Group supplies Historical maps of various dates and scales. These are optimised to be printed on A3 paper.
getmapping	Getmapping supplies the current 25cm resolution aerial photographs used in the seamless aerial layer and 12.5 cm resolution aerial photographs for specified locations.
GeoPerspectives	12.5cm resolution aerial photographs for any specified location is supplied by GeoPerspectives.
Cities Revealed	Cities Revealed supplies 12.5cm resolution aerial photographs as well as historical aerial photography from the RAF, USAAF and Luftwaffe.

Map supplier	Description
BLOM	Blom supplies high resolution, 10cm oblique imagery, covering all of Great Britain's major urban areas, with populations over 50,000. Promap currently offers a demonstration version of this imagery and will be offering the full service in the near future.
INTERMAP	Intermap supplies NEXTMap 5m DSM and DTM height data.

See also

Types of map layers available 24

How we invoice you

At the end of every month we email you an invoice listing all the users within your organisation and the amounts they have spent. Electronic invoices and statements will be provided securely in pdf and spreadsheet format making them more flexible for your needs and because they are delivered straight to your inbox, this reduces the amount of time it takes to reach you. You will also be helping us to save over 300,000 pieces of paper per year and reduce our carbon footprint.

If you would prefer to receive paper invoices please call customer services: 0844 844 9960

Each user can spend as much as they want on the system unless the Promap administrator in your company chooses to restrict their spend. Please see To change usage restrictions 180 for further information about restricting access.

Each individual user has access to four different accounting files to keep track of their expenditure. These accounting files allow you to account accurately for the work users have done on different projects or for different clients.

There are more detailed expenditure reports available to the administrator for Promap. All the accounting records can be exported to the common spreadsheet or accounting applications. Many of our clients use this facility to pass their Promap charges on to their clients.

Invoicing for Sitecheck, Utilities and Flood reports

Any orders for these reports will not be included on your monthly Promap invoice. A separate invoice will be issued for each report ordered.

See also

Viewing users' expenditure 185

What's new in Promap?

We have now added a DWG format to the exporting section of Promap which will be available to all users who have downloaded the latest ActiveX control.

(DWG ("drawing") is a file format used for storing design data and metadata. It is the native format for several CAD packages including AutoCAD.)

- **Seamless Aerial/Hybrid Layer:**

  Promap now offers a new comprehensive, seamless aerial photography layer. The new layer of seamless modern aerial photography at 25cm resolution provides a highly detailed overhead view which can be annotated and measured using the extensive range of drawing tools, and downloaded as an image. And, if you simply can't decide between viewing maps and viewing aerials then take advantage of the new hybrid layer which overlays your mapping with aerials, bringing the ground to life.

  Types of map layers available 24

- **Explorer (1:25,000) Layer:**

  Promap is also now offering the Ordnance Survey Explorer 1:25,000 colour mapping as a new layer. It shows rights of way information for England and Wales, selected cycle routes and National Trail and Recreational paths, as well as detailing hill contours, height information and field boundaries.

  Types of map layers available 24

- **GeoTIFF downloads**

  Your location maps (Street, Street +, Explorer, Town, Road, GB) and imagery can now be exported in GeoTIFF format, allowing these files to be directly imported for use in most GIS and CAD systems allowing your information to be automatically georeferenced.

  Export options 113

  To export map data 116

- **Report Ordering**

The following reports are now available to order directly through Promap:

- Enviroscreen
- Sitecheck Data

- Sitecheck Assess
- Sitecheck Review
- Flood
- Utilities

Enviroscreen is an online environmental risk screening tool for commercial property, delivering a cost effective and straightforward approach for tackling contamination and environmental issues.

Sample: Enviroscreen Certificate

Sitecheck from Landmark Information Group provides the most comprehensive and flexible range of environmental data services to property professionals. Landmark offers you three Sitecheck services to suit your requirements:

Sitecheck Data: A summary data report providing any identified issues in a simple format.

Sample: Sitecheck Data

Sitecheck Assess: A detailed environmental report, including an assessment covering Part IIA with a professional opinion from Wilbourn Associates Chartered Environmental Surveyors.

Sample: Sitecheck Assess

Sitecheck Review: A comprehensive environmental assessment and due-diligence covering Part IIA, by RPS, Europe's leading environmental consultants.

Sample: Sitecheck Review

A summary of the differences between the three Sitecheck reports is available here.

The need for a **Flood Report** when looking into purchasing or evaluating a site has never been more compelling. Although a standard environmental report does provide some flood information, only the property specific Professional Flood Report available through Promap features clear assessment and detailed flood risk information from leading data providers as well as providing a valuable insurability rating and information on past insurance claims.

Sample: Flood Report

Utlities report outlines features below the surface such as gas and oil pipelines, electricity cables, telecommunication wires, mains water supplies, sewers and fibre-optic cables. It provides valuable information which property professionals should obtain before any designs or developments

commence as it will help reduce the risk of:

- Expensive litigation if damage is caused
- Delayed project design
- Increased foundation costs
- Added danger for the workforce involved.

Samples:

Utilities Report Status Report

Utilities Report BT Map

Utilities Report Cable and Wireless Map

Utilities Report Network Rail

Utilities Report Map

Utilities Report Colour Photo

Utilities Report Not Affected Site

Utilities Report Virgin Media

Utilities Report Transco

Utilities Report Scottish Power

Utilities Report Scottish Water

How secure is Promap?

We understand that you may have some concerns regarding security on the Internet. Promap uses SSL together with our own encryption. This means your username and password are protected by the same mechanism used by online banks. As a result the site is secure.

Each organisation set up on Promap has an administrator. This person is the main contact for the organisation and is the first person to be issued with a username and password. The administrator username and password should remain confidential. The administrator creates individual usernames and passwords for their colleagues to use. It is very important that each user is issued with their own username and password so that the administrator can block the user if need be and control their usage.

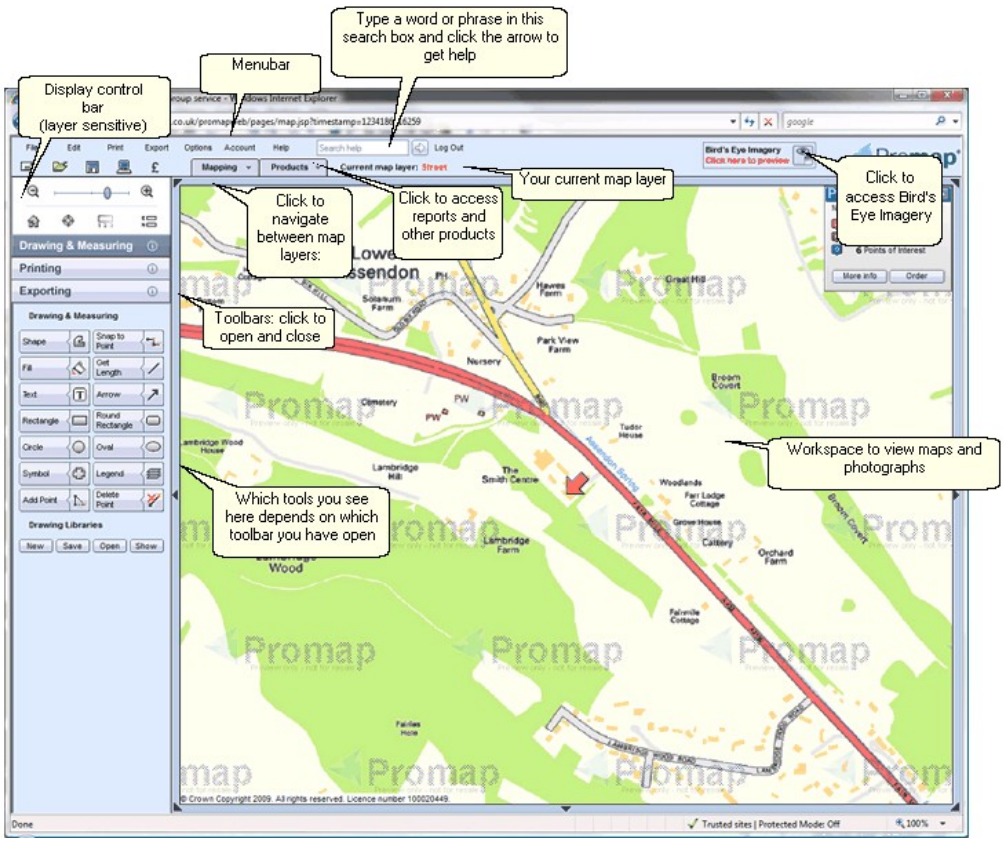
If you're new to computers

If you've not used computers much before, you might find it useful to read through the information below. It will help you become familiar with what you see on screen, how it is described and how to use the mouse and the keyboard.

To learn how to use the Help system to its best advantage read Using Promap Help 17.

The Promap window

Promap will open in the Internet Explorer browser window.


Type a word or phrase in this search box and click the arrow to get help
Menubar
Display control bar (layer sensitive)
Your current map layer
Click to navigate between map layers:
Click to access reports and other products
Click to access Bird's Eye Imagery
Toolbars: click to open and close
Workspace to view maps and photographs
Which tools you see here depends on which toolbar you have open

Internet Explorer is a computer program that allows you to view websites. It belongs to a type of program called a browser. Other well-known browsers are Netscape, Firefox and Opera. Promap does not work in those browsers.

The title bar

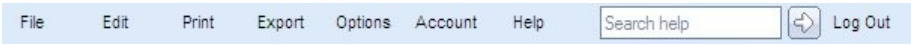
At the top of the window is the title bar. This will vary in look depending on your operating system and Internet Explorer version.

It briefly describes what is in the window. Other windows called dialog boxes also have title bars. You can click on the title bar and hold down the mouse button to drag the window to another part of the screen. This is useful when a

dialog box or the Promap online Help obscures your view of the Promap workspace.

The menu bar

The next bar that applies to Promap is the menu bar.



You use the options, also known as commands, on the menu bar to tell Promap what you'd like to do. To see the options on a menu, click the name of the menu. A list of options will drop down. To select one of them, click it with the left mouse button.

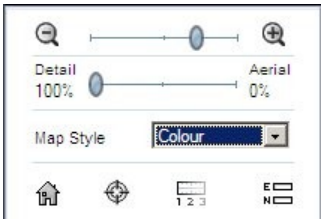
For example, click the **File** menu and then click on the **New Map Locate** option. The **Address Search** dialog box appears. This is where you type in information such as a postcode and house number in order to locate your site. Click the **Cancel** button to close the dialog box.

The toolbars

A toolbar shows you shortcut buttons that do the same things as the menu options. You click on the button to perform an action. The Help instructions usually direct you to clicking a button rather than selecting an option from a menu. This is because it's usually quicker to click a button.

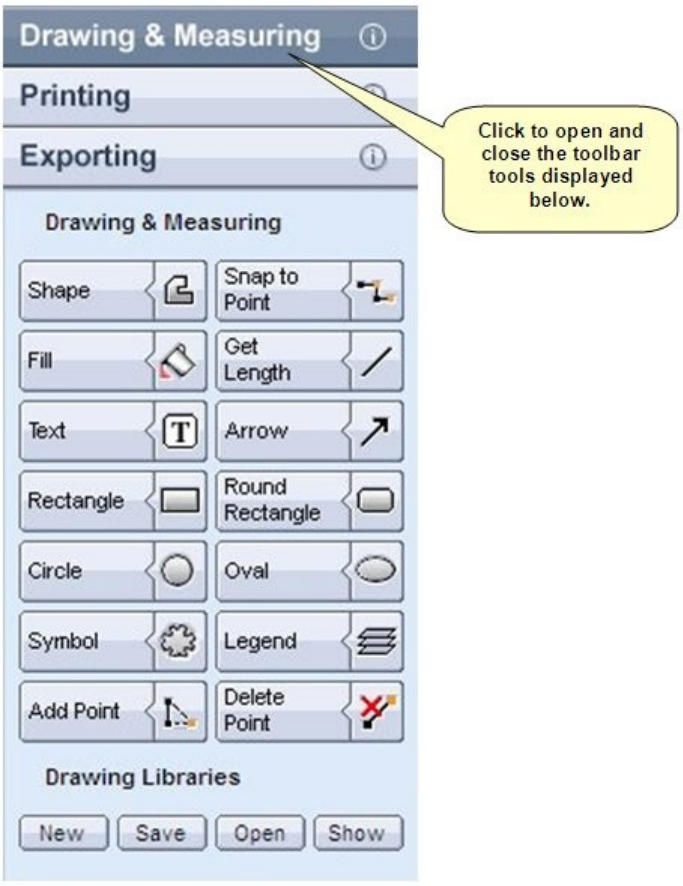
There are several toolbars in Promap. Some are visible all the time, such as the **standard** toolbar:

and the **display controls** toolbar:



> **Note**
>
> The display controls toolbar will change depending on the layer you are currently viewing as there are different options available on each layer. When in the Detail layer there are additional hybrid and colour tools that will be not be visible on other layers.

Others you can expand or contract by clicking on the heading, such as the **Drawing & Measuring** toolbar.



Using the mouse

Clicking

When the Help instructions ask you to click something, it means you should move the mouse pointer over it and press down the left button on the mouse once, this can also be called left-clicking.

Right-clicking

When the instructions ask you to right-click something, you move the mouse cursor over it and press down the right button once.

Double-clicking

In order to double-click something, you move the mouse cursor over it and press down the left button twice in quick succession.

Drag and drop

To click and drag you move the mouse pointer over the object or area you want to move to another part of the screen. Then press and hold down the left

button on the mouse. Now move (or drag) the object or mouse pointer to the desired location by physically moving your mouse. To release (or drop) the object, you release the mouse button.

Using items on our pages

You may find any of the following items on the Promap pages:

Drop-down lists

Click on the down arrow to open the list.

Then click the option you want using your mouse. This will automatically close the drop-down list. To close it without changing the option that was previously selected, click outside of the list.

Text boxes

Click inside the box to put the cursor there. Type your text.

Radio buttons

Use the mouse to click it to select the option next to it. When there are several radio buttons, it means that you can only select one of the options. In the diagram below you can see a group of radio boxes. If you click the radio button next to **Option A** below you will see from the black dot that appears, that the option has been selected. If you then select **Option B** you will see that is now selected and **Option A** has been de-selected.

This is different from tick boxes. See below.

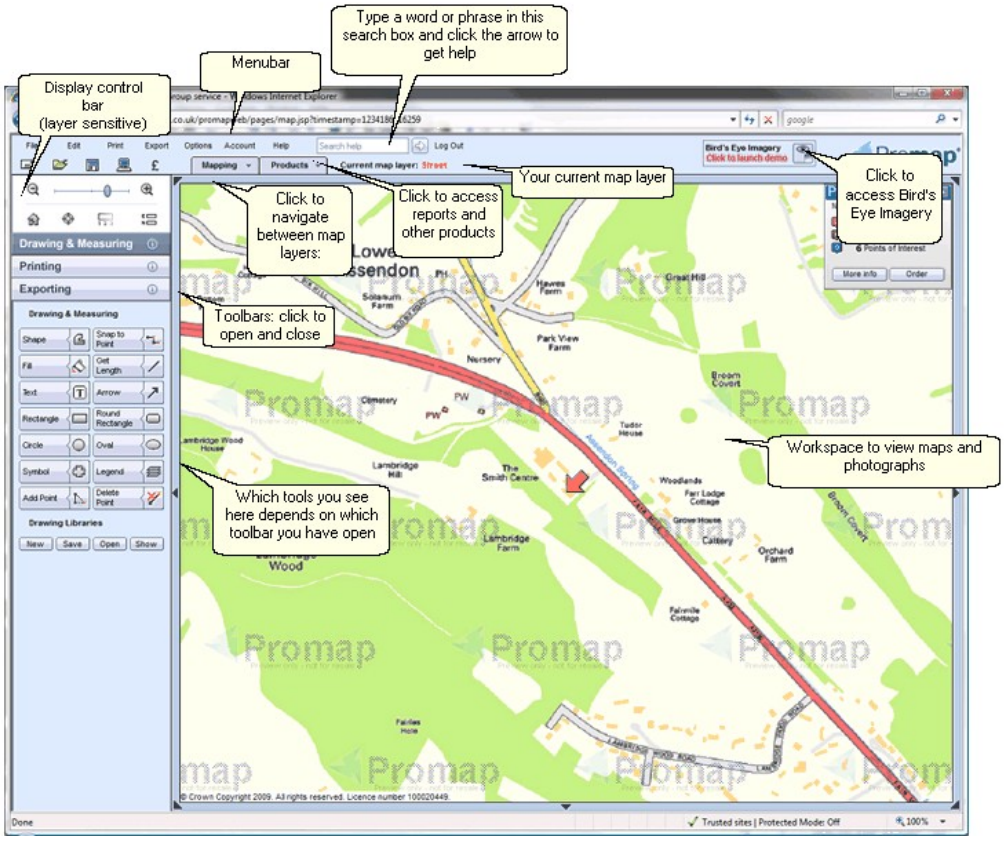
Tick boxes

Click to select the option next to it. If you have correctly selected the box, it will appear ticked. You can select as many tick boxes as you like.

For further tips on how to use the mouse in Promap see How the mouse buttons work in Promap 20

What you see on screen

This is how Promap appears in Internet Explorer 7. If you have an older version of Internet Explorer, the top of the screen will be different.


Type a word or phrase in this search box and click the arrow to get help
Menubar
Display control bar (layer sensitive)
Your current map layer
Click to navigate between map layers:
Click to access reports and other products
Click to access Bird's Eye Imagery
Toolbars: click to open and close
Workspace to view maps and photographs
Which tools you see here depends on which toolbar you have open

Using Promap Help

Viewing online Help

Select **Help**>**Reference**>**Contents**. The Promap Help window will open.

If you're new to Promap

For a quick overview of what you can do using Promap look at the chapter heading topics, the ones with a book to the left. Also useful is the topic on What you see on screen 17. This will help you orient yourself in the Promap workspace.

Searching online Help

Contents

The first place to look for information is the **Contents** page. Here you'll find a list of chapter headings and topics laid out in a logical form. Click on a book to open and close a chapter. Click on a topic title to see the information in it.

Index

If you want to search for a particular task or feature in Promap go to the **Index** page. This has an alphabetical list of keywords that describe all the task and background information in Promap. Click on a letter in the top alphabet row to see a list of keywords beginning with that letter. Click on a keyword and you will be shown a list of topics that are associated with that keyword. Click the relevant topic title to see the information.

Search

If this doesn't find what you're looking for, you can try a more extensive search on the **Search** page, by searching for every instance of a particular word or phrase in the entire Help. You will then see a much longer list of topic headings with the first few lines of the topic underneath. The **Search** feature is also available direct from the Promap workspace on the Menu bar.

Click the topic title that most fits what you're trying to do. The information will appear in the right-hand pane. If the topic answers your question, you might like to see where it fits in the **Contents** so that you can read other topics around it. Click the **Contents** button. You will see the **Contents** tree with your topic highlighted.

Using the help while you're working

- Many dialog boxes have a Help button or an Information button that you can click to get Help on the task that you're about to do.
- If you want to know what an icon on the screen does, hold the mouse cursor over it. A popup will appear with a brief description.

Finding your way around the Help topics

Scrollbar

If a topic is longer or wider than fits in the window, there will be a scrollbar on the right or bottom edge of the window. Click and drag the darker coloured scroll bar to move up or down the page. Click the lighter grey on either side of the bar to move quicker.

***See Also** links*

When you're looking at a topic you will usually see a **See Also** heading at the bottom. This lists other topics that are relevant to the one you're reading.

Expanding text and images

Whenever you see a heading like this, click it to see further details

Then when you've read the information, click the heading again to collapse the text.

You can also click most of the larger screenshot to make them bigger and more easily understood. Click them again to make them smaller.

Back and Forward topic buttons

There is a **Back** and **Forward** button in the top right-hand corner of the Help. These allow you to go back to the previous topic you were looking at and forward again to your current topic.

Return to chapter overview button

This button will take you to the chapter heading topic that contains the topic you are looking at.

Navigation:

The **Navigation:** section at the top of the topic shows you which chapter(s) the current topic is in. Click a chapter name to go to it.

Understanding Typographical Conventions

Menu commands

The phrase "Select **File**>**Open**" means that you should click the **File** menu and then click the **Open** command when the menu drops down.

Buttons and dialog box titles

These are highlighted in **Bold**.

Keyboard keys

These are highlighted in **Bold**. There is a useful list in Promap hot keys 191.

Downloading a printable user guide

If you prefer to read printed instructions, you can download a pdf file that you can print. Select **Help**>**Reference**>**User Manual (pdf)** and a web page will open with a downloading link for the manual.

You can also print individual topics by clicking the **Print** button at the top of the topic page.

How the mouse buttons work in Promap

Clicking the mouse performs the majority of the functions in Promap.

The left mouse click

Clicking the LEFT mouse button will perform the following actions:

- Clicking any object you have drawn on the map will select that object
- Clicking the drop-down menus and buttons will select that function
- Clicking and dragging a map will move the map

The right mouse click

Clicking the RIGHT mouse button will perform the following actions:

- Right clicking the map allows you to position the area clicked on as the centre of the map
- Right clicking a particular building or site will centre that building or site on your screen.
- Right clicking a selected drawn object will allow you to use the advanced customisation.

Double-clicking

Double-clicking any object you have drawn will bring up the **Properties** dialog box, allowing you to change its appearance.

Drag and drop

You'll be asked to 'drag and drop' in order to:

- Draw shapes such as arrows, rectangles, symbols and circles
- Move drawn shapes
- Change the size of print or export frames by dragging their size handles

To click and drag you move the mouse pointer over the object or area. Then press and hold down the left button on the mouse. You then move (or drag) the object or mouse pointer to the desired location. To release (or drop) the object, you release the mouse button.

Mouse scroll wheel

If you have a wheel in between the two buttons on your mouse, you can use it to zoom in and out of a map. See To zoom in and out 47.

Logging in to Promap

To use Promap you will need to log in via our website www.promap.co.uk. You will also need Internet Explorer 6 or 7.

To run Promap properly you will need to download a piece of software called an 'Active X' control. This allows Promap to run in Internet Explorer.

Some organisations block 'Active X' controls with their firewall, or Internet Explorer's security settings may prohibit them. In either case you will need to contact your systems administrator before being able to log in to Promap.

If your company is large, your IT department may wish to install the ActiveX control onto PCs themselves, rather than rely on the automatic download from the Promap website. This can now be done using an MSI file (Microsoft Self Install package). They can download the MSI file and instructions on how to install it from www.promap.co.uk/promap/downloads.jsp.

See the rest of the chapter for details.

To log in

1. Open Internet Explorer by clicking this button on your desktop.

   -or-

   Select **Start**>**Programs**>**Internet Explorer**.

2. When Internet Explorer has opened, type www.promap.co.uk in the address bar.

3. Press **Enter** on your keyboard.

   Internet Explorer will take you straight to our corporate site.

4. On the right of the screen you will see the words **Username** and **Password**. Enter your username and password in to the respective text boxes.

   Your username and password are case sensitive. If you cannot log in on the first attempt check that **Caps Lock** on your keyboard is turned off and try again.

5. Click **Login**.

6. You may receive warning messages regarding security issues. This depends on the setup of your computer. Click **OK** on these messages.

7. If this is the first time you have used Promap you will see our terms and conditions. You will need to click **Accept** to use Promap. You will also be presented with a dialog box that is required under the Data Protection Act

called **Contact Preferences**. Choose one of the options provided and click **Submit Details**.

You are now ready to start using Promap!

See also

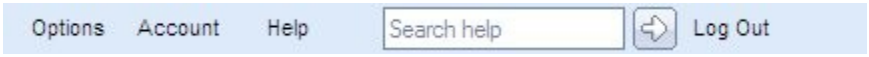
To log out 23

To log out

When you finish working on Promap you should log off to ensure that no one can use Promap using your username and password.

To log out

1. Click **Log Out** on the menu bar.



2. Click **Log Out** on the **Confirm Log Out** message.

   You may be prompted to save your map at this point.

   You will be logged out of Promap. Promap will return you to our corporate site where you can log in again later if you need to.

   The next time that you open Promap, it will expand the toolbar that you used last.

See also

To log in 22

The Promap layers

Promap provides seven different layers of mapping ranging from the full GB map to the detailed mapping at a scale of 1:1250, a seamless aerial layer with options to purchase and download a choice of photographs, and historical mapping.

Each of the layers supplies slightly different information. So some layers may be of more interest to you than others.

These layers are useful for professionals that require several different layers of mapping for one site. For example, they require a map for planning applications, a location plan and a map for environmental analysis, all centred on one site.

See the rest of this chapter for samples of maps and how to switch between them.

Types of map layers available

GB
1:5,000,000

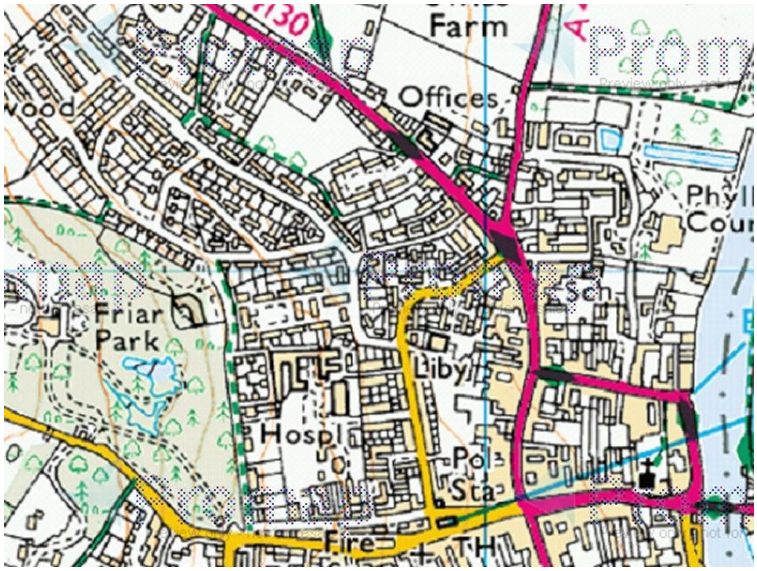
GB is clean, simple and uncluttered mapping making it ideal for magazine and brochure illustrations.

Road Atlas 1:250,000

Road Atlas combines roads, railways and other key features. It shows all cities, towns, many villages, all motorways, A and B roads enabling simple route planning.

Town 1:50,000

Town shows all roads and buildings as blocks of colour to allow easy identification of land features. Its clarity is particularly suited to development and land use planning, environmental analysis, vehicle routing and asset management. Town offers clear detail on roads, footpaths, woods, water features, important buildings and height contours.



Explorer 1:25,000

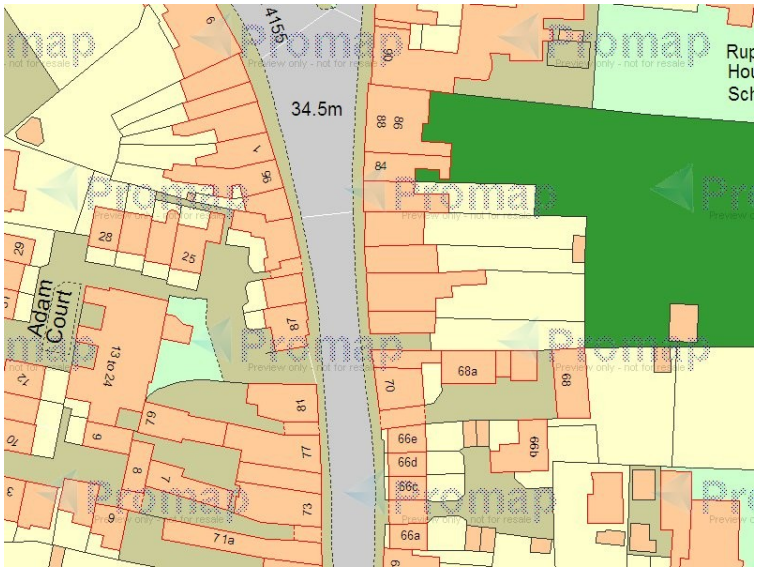
The Ordnance Survey Explorer 1:25,000 colour mapping as a new layer. It shows rights of way information for England and Wales, selected cycle routes and National Trail and Recreational paths, as well as detailing hill contours, height information and field boundaries.

Street 1:20,000

The street-level detail of Street makes it particularly useful for displaying and analysing data about specific localities. It shows clear street-level detail, including building outlines, woodland and water.

Street Plus 1:10,000

Street Plus provides a comprehensive map base ideal for detailed work where street names are not required, such as environmental analysis. Provides a static map backdrop on which you can overlay information. Street Plus provides detail, including fences, field boundaries, road names and buildings.



Detail 1:1,250, 1:2,500 or 1:10,000

Detail (MasterMap) is comprehensive mapping showing man-made and natural features ranging from houses, factories, roads, rivers, marshland and administrative boundaries. There are over 430 million features surveyed and digitised at three different scales according to location:

- 1:1250 scale in urban areas
- 1:2500 scale in rural areas
- 1:10000 scale for remote areas such as mountains and moor land

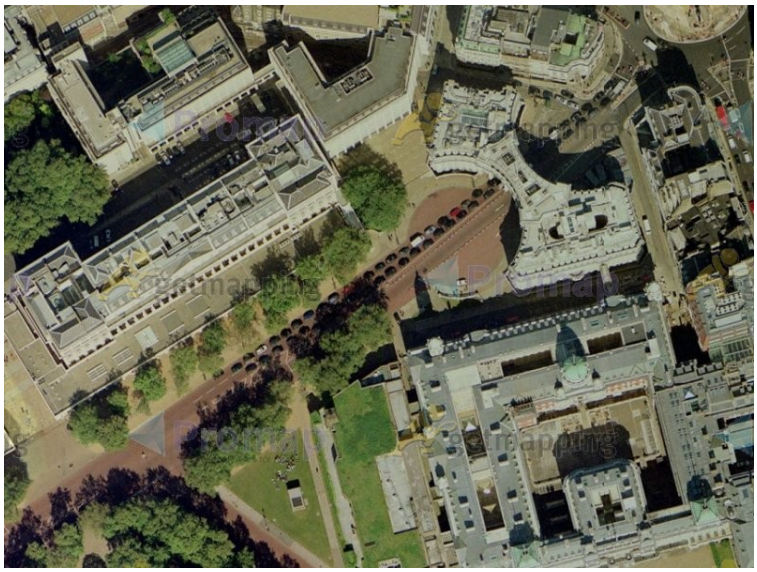
Viewing a Detail layer map is subject to charges. For further information on pricing please refer to our current online price list:

www.promap.co.uk/promap/pricing.jsp

Detail can be viewed in either colour, or black and white.

Detail 1:1,250, 1:2,500 or 1:10,000

Detail black and white can be overlaid with aerial photography when in hybrid mode.



Seamless Aerial Layer

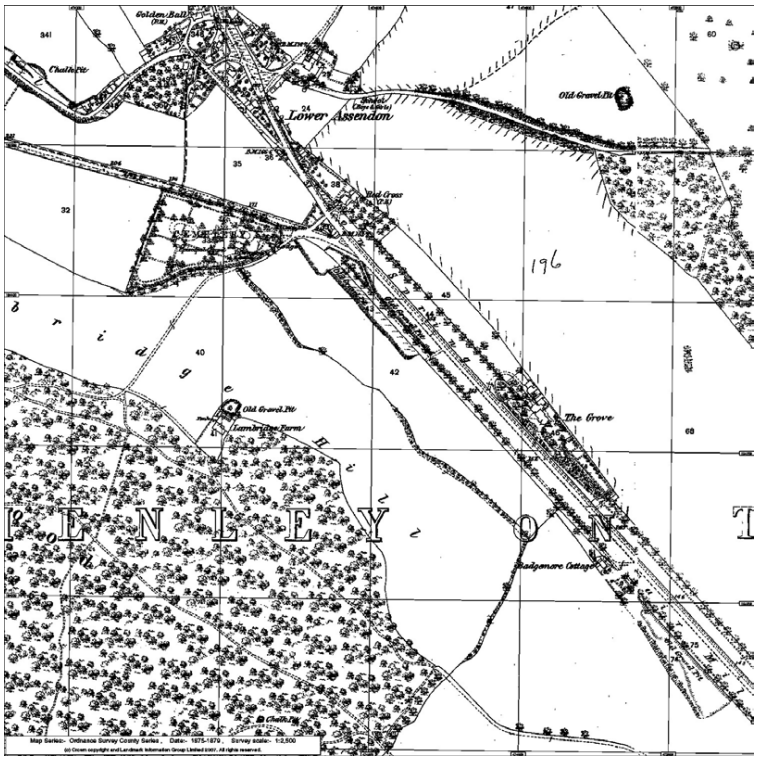
The modern aerial photography layer at 25cm resolution provides a highly detailed overhead view.

Simply locate your site or roam to it using the seamless aerial layer, annotate using the extensive range of drawing tools and download the image that you require. The process of ordering aerial photography is easy through Promap. You can view the price and the date that the photograph was flown ensuring that you are getting the photography that best suits your requirements.

High resolution aerial imagery of 12.5cm resolution and historical aerial photography from the RAF, USAAF and Luftwaffe can also be ordered via the seamless aerial layer.

The modern high quality colour digital aerial photographs are a valuable addition to printed and exported maps and provide detail down to street level, with objects such as cars and trees clearly identifiable.

For samples from the different suppliers see Samples of aerial photography 124

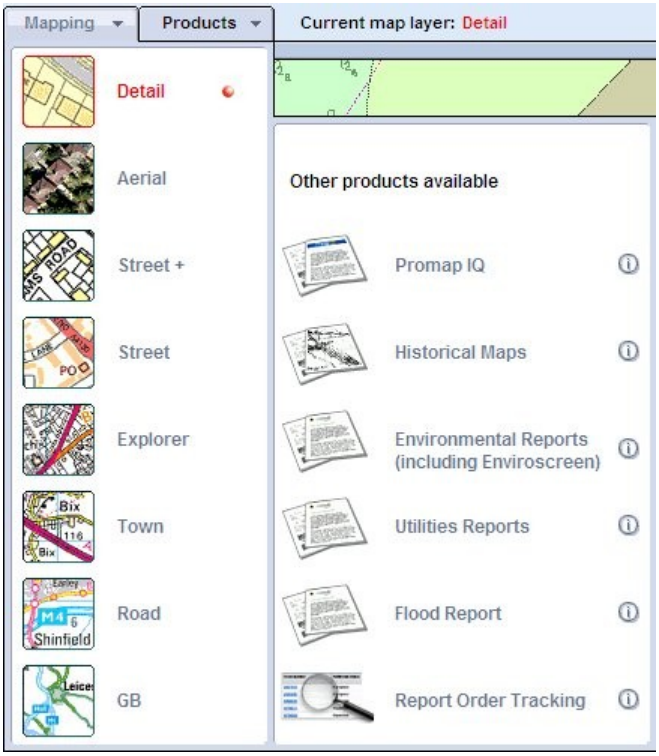


Landmark Historical Mapping

Landmark's Historical map data is offered as black and white raster data. The data provides a good quality map background and is geographically accurate. This allows a direct comparison to be made between the present and the past.

To switch between map layers

- Click on the **Mapping** tab at the top of the map to see a list of layers available:



The red circle to the right of a map layer indicates that you've looked at that layer already.

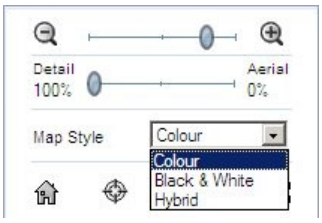
There are two things to remember when switching between map layers:

- The layers work independently of each other.

  For example: You have your site in the centre of the screen on the Town layer. You then switch to the Street + layer and move away from your site. When you switch back to the Town layer, your site will still be centred on the screen on that map while the Street + map shows a different area.

- The initial viewing of the Detail layer for a new map will incur an access charge. For further information on charges please refer to our latest online price list: www.promap.co.uk/promap/pricing.jsp.

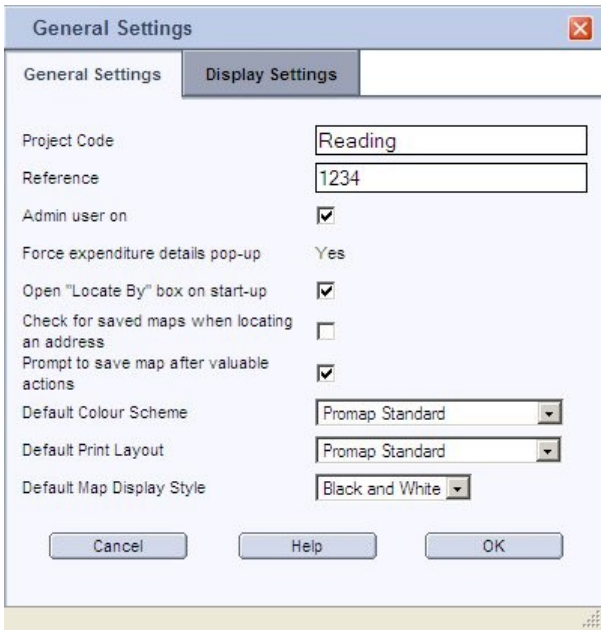
  To switch between the black and white, colour and hybrid views of the detail map click on the **Map Style** drop down menu located in the **display control** tool bar in the top left hand corner of the screen:



Note

When Hybrid is selected as the map style, the map will automatically become black and white to enable you to view the two layers easily. The default transparency of these two layers will be 50% Detail, and 50% Aerial. This can be changed by dragging the transparency slider in the top left hand corner of the screen to change the transparency of the two layers:

- You can select your default map display style as either colour of black and white by clicking on the settings button in the top left hand corner of the screen, and selecting the default map display style from the drop down list at the bottom of this window:



See also

Saving files 88

Relocate 193

Opening maps

This chapter explains how to locate a site and display a map of it in Promap.

When searching for a site, you have the option of using address information, a place name or an Easting and Northing. When you've found the site, you can indicate it on the map with a site marker and you can choose what layer you'd like to look at first.

The chapter also give you some tips on how to search for a site if you have only vague location details and how to search for sites for development.

Finally, there is information on how to open saved map files.

See the rest of the chapter for details.

Choosing how to locate your map

Before you display your map you need to decide what method to use to locate your map. How you locate your map will often depend on the information you have to start with.

For example, if you are searching for a rural location, you may want to use an Easting and a Northing. On the other hand, if you are searching for a specific building or site in an urban area, using the address or postcode is more appropriate.

If you know the location of the site you are looking for but don't have an address or grid reference, you can locate to a site in the general area on a Town, Explorer or Street map. Then search for your site by moving around the map. See To locate a site without an address or OS Tile number 39 for further details.

- **Address** – You can use this method to locate your site using a full postcode, partial postcode and street name, building name or number, organisation or simply a town name.
- **Place name** – This allows you to search for well-known landmarks such as The British Museum,
- **OS Tile number** – If you are trying to locate a rural location you may have an Ordnance Survey Tile number.
- **Easting & Northing Coordinates:** – An Easting and Northing value will identify any single point on a map. They are given as values in meters, and take the form *528951*, *179637* where the first number is the Easting and the second is the Northing.

See also

To locate a new site 34

To search for sites to develop 41

To locate a new site

1. Click the **Address Search** button on the standard toolbar.

   If you already had a map loaded you will be prompted to save that map before another is loaded. We recommend that you save any loaded map before locating another.

   The **Address Search** dialog box will appear.

2. Enter as little or as much information as you choose.

Text box	Description
Organisation	Enter a company or organisation name i.e. Landmark Information Group. You need to combine this with either: • Town • County • Partial or full Postcode
Building name/number	Enter a building number, e.g. 27, or building name, e.g. Pine Cottage. You need to combine this with • Town • County • Partial or full Postcode
Street	Enter a street or road name, e.g. Harlech Close. You need to combine this with either: • Town • County • Partial or full Postcode
Town	Enter a town or city name, e.g. Basingstoke. If you only enter a Town, Promap will search for places and show you a list together with the type of place (eg City, Village, Hamlet) You can combine it with either: • Organisation

Text box	Description
	• Building name/number and Street • Street • Partial or full Postcode
County	Enter a county. You need to combine it with either: • Organisation • Building name/number and Street • Street
Postcode	A full postcode will show you a list of all properties in that postcode. You need to combine a partial postcode with either: • Organisation • Building name/number and Street • Street
Place name search	Enter the name of a natural feature (eg lake or forest), farm or other special feature such as a museum. Ordnance Survey has some useful tips on how to search using just this field: See www.ordnancesurvey.co.uk/oswebsite/freefun/didyouknow/searchtips.html
OS Tile number	Enter a Tile number, e.g. TL5904SW. Promap will convert the OS tile number you provide in to the closest Easting and Northing coordinates.
OS Easting	Enter the Easting, e.g. 461289
OS Northing	Enter the Northing, e.g. 152283.

3. Click **Search**.

   If Promap finds more than one result, it will display the **Address Search - Results** dialog box. If it only finds one result, it will go straight to the **Address Search - Confirmation** dialog box and you can go to To select a map layer and marker style 36 for the next step.

You can click the **Back** button if the results are not the ones you wanted. Then redefine your search.

4. On the **Address Search - Results** dialog box click the property you want to see.

   The **Address Search - Confirmation** dialog box will appear. At the top you will see the property you selected.

You are now ready to display your map using the map layer selector. Go to To select a map layer and marker style 36.

See also

Choosing how to locate your map 33

Opening a saved map file 42

To locate a site without an address or OS Tile number 39

To search for sites to develop 41

To save a file for the first time 89

To select a map layer and marker style

When Promap has found your site, you can choose which map layer you would like it displayed on. The **Address Search - Confirmation** dialog box lists all the layers available to you.

If you've searched just by Town or by Place name, Promap will have pre-selected the Town layer. All other searches have the Detail layer pre-selected.

You can also select whether or not you'd like a site marker to indicate your site on the map.

To select a map layer and marker style

1. Click the radio button next to your preferred layer to select it.

   If you intend to look at a Detail map, it is a good idea to go to the Street + layer first. This allows you to make sure you've found the right site before you pay to see a Detail layer.

2. If you want to go straight to a Detail map, you can ask Promap to check whether you already have a saved Detail map of the area. To do this, make sure the tick box next to **Check your saved maps for any that cover this area** is selected.

   If you do have a map, Promap will allow you to view it and not pay the new map access charge.

   If you do not have a saved map, the **Enter Expenditure Details** popup box will appear to warn you that you are about to do a chargeable action. Enter a **Project** and **Reference** for your map view and this will be entered into

your accounting files. For more information on expenditure details go to Enter Expenditure details 194

3. Decide whether or not to have a site marker by clicking the tick box next to **Display site marker as**.
4. If you do want a site marker, choose a style from the drop-down menu

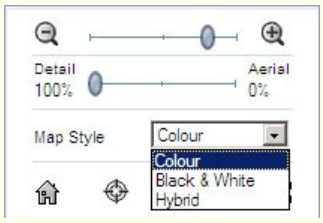
Marker Style	How it indicates the site
Arrow	The tip of the arrow point rests on the site.
Pin	The tip of the pin rests on the site
Circle	The site is at the centre of the circle
Cross	The site is at the centre of the cross
Arrowhead	The tip of the arrowhead rests on the site. You can nestle a text box label in the corner created by the wings of the arrowhead.

5. Click **Go to map**.

   Promap will display your map on your selected layer.

Note

If you have displayed a detail map, you can switch between the black and white, colour and hybrid version of the detail map click on the **Map Style** drop down menu located in the **display control** tool bar in the top left hand corner of the screen:



You can select your default map display style as either colour of black and white by clicking on the settings button in the top left hand corner of the screen, and selecting the default map display style from the drop down list at the bottom of this window.

6. Promap will display an information window in the top right of the workspace on all layers of mapping. This displays additional information and products that are available on the map you are currently viewing. This information will change when you either change the mapping layer you are currently viewing or perform a chargeable action:

Full reports can be ordered from this information window by clicking on the **order** button.

Note

You will see a Promap watermark in the background of the map and aerial layers. This will not be visible on printed, exported, downloaded or copied-to-clipboard maps. It is simply there as a security measure to comply with Ordnance Survey Licensing agreements.

See also

To locate a new site 34

To locate a site without an address or OS Tile number

You may sometimes only know the general area where your site is. For example: You're looking for a farm North of Oxford. In that case you can locate the town on the Road or Town layer and then move around the map to find the general area of where the site is. Next you switch to a more detailed map layer such as Street + to find the exact location of your site. Finally, you switch to the Detail layer and centre your map on the site.

To locate a site using just the Town search

1. Click the **Address Search** button on the standard toolbar.
2. If you already had a map loaded you will be prompted to save that map before another is loaded. We recommend that you save any loaded map before locating another.

   The **Address Search** dialog box will appear.
3. Enter the name of the town nearest to your site in the **Town** text box.
4. Click **Search**.

   If there are several towns to choose from, the **Address Search - Results** dialog box will appear.
5. Click the town you want.

   The **Address Search - Confirmation** dialog box will show you the m atched address at the top.
6. Select the map layer where you want to start your search for the site.

   If you're not sure of your site's address, you might want to start on the **Road** layer.

   If you're searching for a site to develop, you might want to start on the **Street** layer.
7. Select the other options you want and click **Go to map**.

   See To select a map layer and marker style 36 for further information on the options here.

   (If you're searching for a site to develop go to step 2 of To search for sites to develop) 41
8. Now move around your map until you find a closer match to your site.

   See To move around the map 46 for tips on how to do this.
9. Right-click the site area to centre it on your map.

10. Move to the next more detailed map layer.

11. Repeat steps 8 to 10 until you get to the Street + map.

12. If you're sure that you've located the right site, click the **Detail** map button. At this point you can choose to check any of your other saved maps for one that may overlap this location by checking the box next to "Check your saved maps for any that cover this area."

13. The **Enter Expenditure Details** popup box will appear to warn you that you are about to do a chargeable action. Enter a **Project** and **Reference** for your map view and this will be entered into your accounting files. For more information on expenditure details go to Enter Expenditure Details 194.

    The Detail map will appear.

    If you now find that you have made a mistake, you could use your free roaming allowance to search for the site you *do* want. However, you do not need to search for your site on the Detail layer map. Although you have a certain amount of free roaming, you will soon be charged if you move too far away from the site. See Distances you can roam for free. 47

    So if you think your site is a good distance away and it will be cheaper to open a new Detail map, continue on to step 14 below.

14. Save the Detail map first by clicking the Save button on the standard toolbar. See To save a file for the first time 89 for details.

15. Go back to the Street + map and search for your site.

16. When you've found it, centre it on the map by right-clicking it and click the **Relocate** button in the display controls panel in the top left hand corner of the screen.

    The **Relocate** dialog box appears.

17. Select the **Detail** map layer and click **Create**.

18. Click **OK** on the **Enter Expenditure Details** popup box that will appear.

    A new Detail map will open centred on the new location you found in step 16.

    You will be charged for viewing this new detail map.

See also

To search for sites to develop 41

To locate a new site 34

Choosing how to locate your map 33

To search for sites to develop

You may want to use Promap to find a site to develop. You will therefore want to start your search in a general area perhaps near a town.

To search for sites to develop

1. Follow steps 1 to 6 in To locate a site without a postcode or grid reference 39.
2. Now move around your map until you find a potential site to develop.

   See To move around the map 46 for tips on how to do this.
3. Right-click the site area to centre it on your map.
4. Click the **Detail** map button. At this point you can choose to check any of your other saved maps for one that may overlap this location by checking the box next to "Check your saved maps for any that cover this area."
5. The **Enter Expenditure Details** popup box will appear to warn you that you are about to do a chargeable action. Enter a **Project** and **Reference** for your map view and this will be entered into your accounting files. For more information on expenditure details go to Enter Expenditure details 194.

   The Detail map will appear.

   If you now find that the site is not suitable, you could use your free roaming allowance to search for the site you *do* want. However, you do not need to search for a site on the Detail layer map. Although you have a certain amount of free roaming, you will soon be charged if you move too far away from the site. See Distances you can roam for free. 47

   So if you think your site is a good distance away and it will be cheaper to open a new Detail map, continue on to step 6 below.
6. Save the Detail map first by clicking the Save button on the standard toolbar. See To save a file for the first time 89 for details.
7. Go back to the Street + map and search for another site.
8. When you've found it, centre it on the map by right-clicking it and click **Relocate** button on the display controls toolbar.

   The **Relocate** dialog box appears.
9. Select the **Detail** map layer and click **Create**.
10. Click **OK** on the **Enter Expenditure Details** popup box that will appear.

    A new Detail map will open centred on the new location you found in step 8.

    You will be charged for viewing this new detail map.

See also

To locate a site without an address or OS Tile number 39

To locate a new site 34

Choosing how to locate your map 33

Opening a saved map file

By clicking the **Open** button Promap allows you to search for and open previously saved files. There are three different ways of finding the file you are looking for:

Recent – Provides a list of your 10 most recently accessed files

Browse – Lists the folders in which you may browse for your file

Search – Allows you to search all your saved files using a keyword or grid reference

When you open a previously saved file, the file will be loaded at the point where you saved the map or aerial photograph, along with all the map layers and aerial photographs that have been accessed or activated.

See also

To open a recent file 42

To open a saved file by browsing 43

To search for saved files 44

To close a map 45

To open a recent file

1. Click the **Open** button on the standard toolbar.

   If you have a map already open, Promap will prompt you to save it. See Saving files 88 for help.

   The **Open Map** dialog box will appear.

2. Click the **Recent** tab.

   You will see a list of up to 10 of your most recently accessed files. The most recently accessed map file will appear at the top of the list.

3. Click the file that you want to open.

   The file will be highlighted in grey.

4. Click **Open**.

The map will be displayed on your screen.

See also

To open a saved file by browsing 43

To search for saved files 44

To open a saved file by browsing

1. Click the **Open** button on the standard toolbar.

   If you have a map already open, Promap will prompt you to save it. See Saving files 88 for help.

   The **Open Map** dialog box will appear.

2. Click the **Browse** tab.

   The tab will split into two panes. Your folders will appear in the left-hand pane.

3. Click the folder you want.

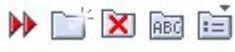
4. Promap will show any subfolders that the folder has below the folder, and display any files it contains in the right-hand pane. If your map was saved in a subfolder, click the subfolder and the files it contains will be displayed in the right-hand pane.

5. Click the file you want to open.

   The file will be highlighted in grey and a tick will appear in the tick box.

6. Click **Open**.

   The map will be displayed on your screen.

> **Note**
>
> You will see a row of five buttons available to you at the top the **Browse** window. 
>
> They allow you to organise your files. To learn how to use these see Organising files and folders 91.

See also

To open a recent file 42

To search for saved files 44

To search for saved files

Promap allows you to search for maps you have saved using a keyword or an Easting and Northing.

Keyword search

The keyword, or keywords, you enter are checked against the map names, descriptions and references you have entered when saving.

To search using a keyword

1. Click the **Open** button on the standard toolbar.

   If you have a map already open, Promap will prompt you to save it. See Saving files 88 for help.

   The **Open Map** dialog box will appear.

2. Click the **Search** tab.

3. Type the word you would like to search for in the **Keyword Search** text box.

4. Click **Search**.

   Promap will display any files that contain the keyword you searched for.

5. Click the file that you want to open.

   The file will be highlighted in grey.

6. Click **Open**.

   The map will be displayed on your screen.

Easting and Northing search

Promap provides you with the ability to search for maps within any distance of an Easting and Northing you have. For example, you may have a reference for a new site and believe you have saved a map that covers that area.

To search using an Easting and Northing

1. Click the **Open** button on the standard toolbar.

   If you have a map already open, Promap will prompt you to save it. See Saving files 88 for help.

The **Open Map** dialog box will appear.

2. Click the **Search** tab.
3. Enter the Easting and Northing you have in to the boxes provided.
4. Enter the radius from that point within which you like to search your saved map files.
5. Click **Search**.

   Promap will display any files that have a map within the radius area.
6. Click the file that you want to open.

   The file will be highlighted in grey.
7. Click **Open**.

   The map will be displayed on your screen.

See also

To open a recent file 42

To open a saved file by browsing 43

To close a map

- Select **File**>**Close Map**

Promap will prompt you to save the map. See Saving files 88 for information about this.

Moving around the map

Promap gives you several methods for moving around the map, as well as being able to zoom in and out on the mapping layers as well as the aerial photography layer.

You can move (also known as roam) as far as you like on all layers except the Detail map. Here you have a certain amount of free roaming before you are charged a small fee.

See the rest of this chapter for details.

To move around the map

- Use any of the ways below to move around the mapping layers as well as the aerial photography layer. They each change your point of view in different ways.

Do the following:	In order to:
Right click an area	Display it as the centre of the map
Click a panning arrow at the edge of the map	Move the map ½ a map in that direction. The options are: North, North-East, East, South-East, South, South-West, West and North-West
Click and drag the map	Move it in any direction
Alt + click and drag the map	Move the map when clicking a shape you have drawn
Click **Home** in the display controls toolbar in the top left of the screen	Return to the location that you originally searched for. Useful if you've roamed away from your location. Only available in the Detail map.

If you try to move outside the free roaming area on a Detail map the **Enter Expenditure Details** dialog box appears. Promap is warning you that you will be charged for viewing a Detail map.

Enter a **Project** and **Reference** in the **Enter Expenditure Details** dialog box. When you click **OK** you are accepting the charge.

Now, each time you move to a new area of the map, there will be a small charge.

See also

Distances you can roam for free 47

To zoom in and out 47

Enter Expenditure Details 194

Distances you can roam for free

- Promap is designed to allow you to navigate your way around all the mapping layers and aerial photography layer free of charge except for the Detail Layer map. In the Detail Layer you can navigate or roam for 1,350m free of charge.

You can also roam for free within a fixed print frame of a saved map. You need to have paid the initial print cost first.

- You will incur a roaming charge for roaming once you have used your free allocation. Each additional 150 metres is chargeable. For costs please refer to our current online price list: www.promap.co.uk/promap/pricing.jsp.

To zoom in and out

You can zoom in and out on the mapping layer or aerial photography layer you are viewing.

- When you zoom in, you can see details more clearly with larger features but less land.
- When you zoom out, you see more land but smaller details.

To zoom in and out

1. Move your mouse scroll wheel forwards to zoom in or backwards to zoom out of the layer.

   -or-

   Click one of the **Zooming** tools.

   The zooming tools are in the display controls toolbar and look like this:

   The magnifying glass with the plus sign on it is the zoom-in button. The magnifying glass with the minus sign on it is the zoom-out button. With each click of these buttons Promap zooms you in/out once.

Alternatively, use the mouse to drag the slider to the right to zoom in, or the left to zoom out.

Customising your map

Once you have successfully located and displayed your map or aerial photograph, you may want to customise it with the drawing tools available. The drawing tools are situated on the left-hand side of your screen. They appear when you click the **Drawing & Measuring** button.

This chapter will explain how to obtain area and length measurements and customise the map or aerial photograph you are viewing with text boxes, symbols and freehand drawings.

> **Tip**
>
> If you want to customise your map or aerial photograph and then print it, it's a good idea to set and fix the print frame before you attempt any annotations or measurements. This will make sure you don't make drawings outside the print frame. See To set a print frame and scale 95 for details.

To delete the site marker

You can choose whether or not to show a site marker on the map or aerial photograph to help you find the location of your site. See To select a map layer and marker style 37

You can subsequently delete it from the map.

To delete the site marker

- To remove the site marker just from the map or aerial photograph you are currently viewing, click it once and press **Delete** on your keyboard.

  It will still appear on other map layers unless you deselect the site marker option on the **Display Settings** tab of the **General Settings** dialog box. See To change display settings 160.

Measuring objects on the map

You can use Promap's measuring and drawing tools to measure and customise your map in all of the map layers as well as the aerial photography layer. You can get the following measurements of a shape or line on your map: perimeter, area, width, height and rotation.

Promap displays the drawing and measuring tools on the-left hand side of your screen.

- You can switch the drawing tools on and off by clicking the **Drawing & Measuring** button.

  To use a tool, click its button. For example, the Fill tool.

  The tool button will turn blue when you are using it

  When you've finished using the tool, you need to turn it off by clicking the button again. It will be grey after you've turned it off.

- When you click the tool button, the **Shape Information** popup opens in the top right of the workspace. This will show you the measurements of the shape you are drawing as you draw it. You can hide the popup by clicking the **measurements** button located in the display controls panel in the top left of the screen.

This chapter will show you how to select objects to measure, perform specific functions such as area and length measurements and how to check and indicate clearance.

See also

What you see on screen 17

Selecting the shapes to be measured

Use one of the following tools on the **Drawing & Measuring** toolbar:

- Fill tool 51. If the shape(s) you want to measure are single properties or fields, you use the **Fill** tool.

  > **Note**
  >
  > The fill tool is only available in the detail layer.

- Shape tool 52. If there are several shapes or areas that you want turn into a single shape, you draw around them using Snap to Point 53 and the **Shape** tool.

> **Note**
>
> Snap to Point is only available in the detail layer.

- Get length tool 54. This allows you measure between two or several points on the map, draw a line and can be used as a clearance tool.

To fill a shape

1. Open the **Drawing & Measuring** toolbar.
2. Click the **Fill** tool.

The **Shape Information** popup opens in the top right of the workspace.

You can hide it by clicking the **measurements** button located in the display controls toolbar in the top left of the screen.

3. Click inside the closed shape that you would like to fill.

Promap will fill the closed shape with the fill and outline styles currently selected in the **Shape properties** dialog box. To learn how to change these settings see Shape Properties 68.

The **Shape Information** popup will show you the perimeter and area of the filled shape.

4. Fill any other shapes that you want to measure by clicking them.
5. Turn the tool off again by clicking it on the **Drawing & Measuring** toolbar.

> **Tips**
>
> - You should only fill fully closed shapes, i.e. shapes where there are no visible gaps in the boundary. If there is a gap, the colour will spill into other areas of the map.
> - The **Fill** tool is only available on a Detail map.

See also

To see the measurements of shapes and lines 57

To annotate a map with a text box showing measurements 58

To label objects with a text box 61

To draw around a shape

1. Open the **Drawing & Measuring** toolbar.
2. Activate the Snap to Point dots by clicking the **Snap to Point** tool.

   White and orange dots will appear on your map. See Snap to point 53 for more information.
3. Click the **Shape** tool.

   The **Shape Information** popup opens in the top right of the workspace.

   You can hide it by clicking the **measurements** button located in the display controls toolbar in the top left of the screen.
4. Zoom into the map so that you can see the shape and snapping points clearly. See To zoom in and out 47.
5. Click the snapping point on the map where you want to start drawing around the shape.
6. Move the mouse cursor to the next point and click once more. You will notice that as you move the mouse cursor, a line is drawn between the current mouse location and the previous point.

   As you draw around the shape, the **Shape Information** popup will show you the accumulated lengths of the lines you have drawn, the length of the line you are drawing and the positive and negative angle of the current line with regard to the previous line.
7. Repeat step 6 for each point of the shape until the whole of the shape has been drawn except for the last line.

   If you make a mistake and want to move back a step, press **Backspace** on your keyboard. The last segment drawn will be deleted.
8. Finish the shape either by double-clicking on the first point of the shape or by clicking the **Shape** tool on the **Drawing & Measuring** toolbar.

   Your shape has been created and the **Shape** tool is turned off. The **Shape Information** popup will now display the perimeter and area of the shape.
9. To change the appearance of your shape, double-click it. This will bring up the **Shape Properties** box. Please refer to Shape Properties 68 for further help.

Tip

If you are drawing around a large area with many white points, you can click the first point, then hold down the space bar and click the last point. This automatically selects all the points in between two white points. The line 'snaps' to the nearest map feature or digital data point automatically.

However, if there is an orange point in-between, you will not be able to snap to the line, as there is a change in the map feature. In this case you must click the nearest white point before the orange point, then click the orange point and then the final white point.

Snap to point is only available on a Detail map.

See also

To see the measurements of shapes and lines 57

To annotate a map with a text box showing measurements 58

To draw a building freehand 61

To label objects with a text box 61

Snap to point

Snap to Point allows you to switch on digital data points that Ordnance Survey supply on a Detail Layer map. Click the **Snap to Point** button to switch on the digital data points.

You will see white and orange dots appear on your map. These are the digital data points. The orange dots denote the beginning of lines, end of lines and a change in the map feature while the white dots indicate other changes in the lines.

You can connect these points using the **Shape** tool to measure the exact area of a site. You need to click every white and orange dot on the outline of the shape to get an accurate measurement.

To obtain the exact distance from one point to another and to check clearance from a specific point, you use snap to point with the **Get Length** tool.

Without Snap to Point the accuracy of any measurement is only as good as your drawing skills.

Note:

Snap to point is only available on a Detail map.

See also

To draw around a shape 52

To draw a line between two points 54

To check clearance 55

To measure between two points

1. Open the **Drawing & Measuring** toolbar.
2. Activate the Snap to Point dots by clicking the **Snap to Point** tool.

   See Snap to point 53 for more information.
3. Click the **Get Length** tool.

   The **Shape Information** popup opens in the top right of the workspace.

   You can hide it by clicking the **measurements** button located in the display controls toolbar in the top left of the screen. in the top left of the screen.
4. Click the snapping point on the map where you want to start measuring from.
5. Double-click the point where you want to measure to.

   Clicking a snapping point will give you the most accurate measurement. However, this is not always possible

   A completed line will appear on the map. The **Shape Information** popup will display the length of the line.
6. Click the **Get Length** tool again to turn it off.
7. To change the appearance of your line, double-click it. This will bring up the **Line Properties** box. See Line Properties 70 for further details.

> **Note:**
>
> Snap to point is only available on a Detail map.

See also

To see the measurements of shapes and lines 57

To annotate a map with a text box showing measurements 58

To label objects with a text box 61

To check clearance

1. Open the **Drawing & Measuring** toolbar.
2. Activate the Snap to Point dots by clicking the **Snap to Point** tool.

   See Snap to point 53 for more information.

3. Click the **Get Length** tool.

   The **Shape Information** popup opens in the top right of the workspace.

   You can hide it by clicking the **measurements** button located in the display controls toolbar in the top left of the screen.

4. Click the position on the map from where you would like to check the clearance.
5. Press **L** on your keyboard.

   A **Length** box will appear on your screen.

6. Enter the length of the clearance you would like to check and press **Enter** on your keyboard.

   The length of the line is now fixed.

7. Move your mouse.

   Promap will rotate the line from that point 360 degrees allowing you to check what is within that distance on the map.

8. Click the **Get Length** tool again to turn it off.

   No line will be drawn on the map.

> **Note:**
>
> Snap to point is only available on a Detail map.

See also

To indicate clearance 56

To indicate clearance

1. Open the **Drawing & Measuring** toolbar.
2. Click the **Circle** tool.

3. Move the mouse pointer to where you want to start indicating clearance from.
4. Click and drag the mouse to where you want indicate clearance to.

   As you drag the mouse you will see the outline of the circle grow on the map.
5. Release the mouse button.
6. To set a specific radius to your circle, press **R** on your keyboard.

   A **Radius** box will appear on your screen.
7. Type in the radius you would like to set in metres. For the Detail layer there is a maximum radius of 2000m. Other mapping layers will have varying maximums that suit their scale.
8. Press **Enter** on your keyboard.

   The circle radius will now be 'x' metres.

   To change the appearance of your circle, double-click it. This will bring up the **Circle Properties** box. Please refer to Shape Properties 68 for further help.
9. Click anywhere on the map to turn the **Circle** tool off.
10. To resize the circle either click it and press **R** or click and drag the sizing handle on the perimeter of the circle.

See also

To see the measurements of shapes and lines 57

To annotate the map with a text box showing measurements 58

To label objects with a text box 61

Annotating the map with measurements

Once you have selected your shape or line to measure, you can see its measurements and place a text box showing those measurements on your map.

To see the measurements of shapes and lines

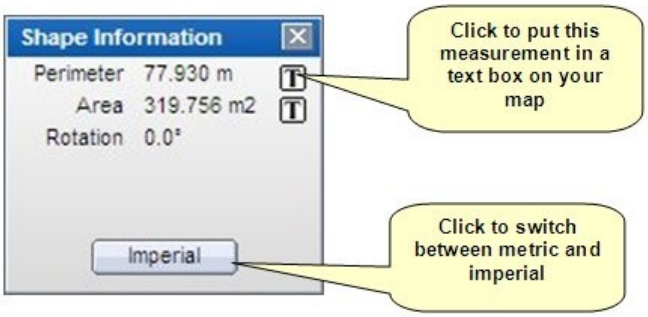
1. If the **Shape Information** popup isn't already visible on screen, click the shape or line that you have created when you used the **Fill**, **Shape**, **Get Length** or **Circle** tool.

   -or-

   To measure several shapes click the first one and then hold down the **Ctrl** key on your keyboard while you click the other shapes.

2. Click the **Measurements** button located in the display controls toolbar in the top left of the screen.

   The **Shape Information** popup will appear in the top right of the workspace.


Shape Information
Perimeter 77.930 m
Area 319.756 m2
Rotation 0.0°
Imperial
Click to put this measurement in a text box on your map
Click to switch between metric and imperial

For more information on putting measurements on maps see To annotate a map with a text box showing measurements 58

> **Tip**
>
> If you have drawn more than one object you may want to move from one to the other without clicking. This is particularly useful if you have drawn objects layered on one another. You can move from one drawn object to another by pressing **N** and **P** on your keyboard. Press **N** once to move you to the next drawn object on the map. Press **P** once to move to the previously drawn object.

To annotate a map with a text box showing measurements

- With your shape(s) selected and the **Shape Information** box visible on screen, click the **T** button next to the measurement you would like.See the screenshot above.

  Promap will place a text box with that measurement on the map.

  If you want to add another measurement, the best thing to do is to add it to the existing text box, rather than create another one. This is because if you click another **T** button for a different measurement, its text box will be placed on top of the first text box.

  The popup will show different measurements depending on the type of shape you have selected.

  The format of the text box will be based on the most recent formatting that was set in the **Text Properties** dialog box. See Text Properties 69 to learn how to change the way the text box looks.

See also

To label objects with a text box 61

Advanced customisation 77

Finding a grid reference

Promap will supply you with an Easting and a Northing for any site on your screen.

You can also see OS tile numbers and National Grid References for any point on your map in real-time. As you move your mouse cursor around the screen the co-ordinates are updated for you.

To obtain an Easting and Northing for a point on the map

1. Click on the **Grid References** button in the bottom right of **display control** tool bar.

   The **Grid Reference** popup will appear in the top right of the workspace.

2. Click **Get Gridref** on the popup.

   The mouse cursor will change to be an arrow and a question mark.

3. Click the site or building you would like the grid reference for.

   A popup will appear giving you the Easting and Northing for the building or site you selected.

4. Click **Yes** if you want to create a text box showing the reference.

   The top left-hand corner of the box is placed at the point the reference is

for. If you move the box the reference is no longer accurate.

5. To hide the **Grid Reference** popup, **Grid References** button in the bottom right of the **display control** tool bar.

> **Tip**
>
> - You can use this feature to find a site when you have an Easting and Northing. Just move the question mark around the map and click the site when you find the co-ordinates you're looking for.
> - If you'd like to include the OS Tile number and the National Grid Reference in the text box, double-click it. Type the co-ordinates you want to add in to the top left hand corner of the **Text Properties** dialog box and click **OK**. The co-ordinates you've added will be displayed on screen.

To see grid references in real-time

1. Click the **Grid Reference** button in the bottom right of the **display control** tool bar.

   The **Grid Reference** popup will appear in the top right of the workspace.

2. As you move your mouse cursor around the screen you will see Promap update the information for you.

   Click the **Grid Reference** button in the bottom right of the **display control** tool bar again to hide the popup.

See also

To obtain and Easting and Northing for a point on the map 58

Drawing shapes and symbols

You can draw the following shapes and symbols:

- Symbols 60 – such as trees, triangles or arrows
- Rectangles 60 – such as site markers or cars
- Rounded Rectangles 60 – such as site markers or car parks
- Ovals 60 – such as site markers or ponds
- Arrows 60 – to point from a text box to your site or vice versa
- Lines 60 – to connect objects
- Text boxes 61 – to label items on your map
- Freehand shapes 61 – such as buildings on a new development

To draw a symbol, regular shape, arrow or line

1. Open the **Drawing & Measuring** toolbar.
2. Click one of the following tools:

*The **Symbol** tool*

*The **Rectangle** tool*

*The **Round Rectangle** tool*

*The **Oval** tool*

*The **Arrow** tool (choose this if you want to draw a line)*

The **Shape Information** popup opens in the top right of the workspace. It will show you the measurements of the object as you draw it. You can hide it by clicking **Measurements** icon at the bottom of the **display control** tool bar.

3. Move your cursor over the position on the map where you want to start drawing the shape.
4. Click and drag to where you would like the shape to end.
5. Release the mouse button and your shape will be displayed on the map.

   To change the appearance of your shape or the type of symbol used, or add or remove arrow heads from lines, double-click it. This will bring up the **Symbol**, **Shape** or **Line Properties** box. Please refer to Changing an object's colours and styles 68 for details.

6. Click anywhere on the map to turn the tool off.

See also

Editing shapes and lines 62

Moving, sizing and rotating objects 65

Advanced customisation 77

To label objects with a text box

1. Open the **Drawing & Measuring** toolbar.
2. Click the **Text** tool.

The **Shape Information** popup opens in the top right of the workspace. You can hide it by clicking **Measurements** in the bottom of the **display control** tool bar.

3. Move the cursor to where you would like the text box to start.
4. Click and drag the mouse diagonally to where you want the text box to stop. As you drag the mouse you will see the outline of the text box grow on the screen.
5. Release the mouse button and click anywhere on the map to turn the **Text** tool off.

Promap will draw the text box using the fill and outline styles currently selected for text boxes. Notice that the text box contains the text **Your Text Here** which can be changed, along with the current style settings, by double-clicking the text box. The **Text Properties** box will appear. Please refer to Text Properties 69.

See also

Moving, sizing and rotating objects 65

Advanced customisation 77

Annotating the map with measurements 57

To draw a building freehand

1. Open the **Drawing & Measuring** toolbar.
2. Click the **Shape** tool.

Don’t turn on Snap to Point.

The **Shape Information** popup opens in the top right of the workspace. It will show you the measurements of the shape as you draw it. You can hide it by clicking **Measurements** in the bottom left of the **display control** tool bar.

3. Move the cursor to where you would like to draw your building and click to start the line.

4. Press **L** on your keyboard to set the length of the line you would like to draw. For example 10m.
5. Press **Enter** after entering the length.
6. Press **A** to set the angle of the line in a clockwise direction from its starting point. For example 90º.
7. Press **Enter** after entering the angle.
8. Click to attach the next line.
9. Press **A** to set the angle of the next line from the previous segment or **L** to adjust the length. For example 270º and 5m. Press **Enter**.
10. Click again to attach the third line.
11. Repeat the steps until your building is drawn.

> **Tip**
>
> If you are drawing a building freehand and want to move back a step, press **Backspace** on your keyboard. The last segment drawn will be removed.

See also

Editing shapes and lines 62

Moving, sizing and rotating objects 65

Shape Properties 68

Advanced customisation 77

Editing shapes and lines

You can change irregular shapes (polygons) and lines (polylines) while you are drawing them by:

Deleting the most recently drawn line 63

or after you've closed a shape by:

Dragging an existing point out 64

Adding a new point 64

Removing an existing point 65

Opening a closed shape or line 63

To select an overlapping object

- If possible, click the object.

However, if there are several hand-drawn objects on a map overlapping each other, you may find it difficult to select one. In that case you can select one at random and then press either **P** or **N** on your keyboard to change which object is selected.

P **(Previous)**	Allows you to tab backwards through any customisations you have made. When you've drawn several objects and you need to edit one or more, press **P** on the keyboard to select each previous object.
N **(Next)**	The same as pressing **P**, except it selects the next object.

To delete the last line while drawing

At any point while drawing your shape you can press the **Backspace** key on your keyboard to delete the most recently drawn line. Continue pressing **Backspace** to delete multiple lines.

See also

Promap hot keys 191

To open closed shapes and lines

You can reopen any closed shape by clicking it and then pressing **Enter** on your keyboard. This will reopen your shape at the point where you closed it and enable you to delete lines, using the **Backspace** key, without having to delete the whole shape.

See also

Promap hot keys 191

To add a point to a shape or line

1. Open the **Drawing & Measuring** toolbar.
2. Click the **Add Point** tool.

3. Click on the shape or line where you want to add the point. This should be on the perimeter of the actual shape, not the outside selection square with the black dragging handles.

   Promap adds an additional point.

4. You can add more points in the same way.
5. Click the **Add Point** tool again to turn it off.

   You can now drag the point out by clicking and dragging it. See To drag an existing point out 64.

See also

To delete a point from a shape or line 65

To open closed shapes and lines 63

To drag an existing point out

1. Open the **Drawing & Measuring** toolbar.
2. Click your shape to select it.
3. Move the mouse cursor over the point that you want to drag. This should be a point on the perimeter of the shape, not the outside dragging handles.

   The cursor changes to

4. Click and drag the point to its new position.
5. Release the mouse button.

See also

To add a point to a shape or line 64

To remove a point from a shape or line 65

To open closed shapes and lines 63

To delete a point from a shape or line

1. Open the **Drawing & Measuring** toolbar.
2. Click the object in order to select it and to see where the points are.
3. Click the **Delete Point** tool.

4. Click on the point that you want to remove.

   Promap removes the point from the shape or line and joins the points either side of the removed point to close the shape or recreate the line.

5. You can remove more points in the same way.
6. Click the **Remove Point** tool again to turn it off.

> **Note**
>
> You can't remove points from a three-pointed shape (triangles) or from a two-pointed line.

See also

To add a point to a shape or line 64

To delete an object

1. Select the object by clicking it.
2. Press the **Delete** key on your keyboard.

See also

To select an overlapping object 63

Moving, sizing and rotating objects

You can move 66, resize 66 and rotate 67 objects you've put on to the map.

To move your object

- Select the object by clicking it.

Move it by dragging

i. Move your cursor to the centre of the object.

The cursor changes to look like this .

ii. Click and drag the object.

iii. Release the mouse button when the object is where you want it.

If you hold down the **Shift** button and then click and drag, you can restrict the movement of the object to only going up or down.

-or-

Move it by nudging

- Press one of the arrow keys on your keyboard.

As you press an arrow key the object will move one pixel at a time.

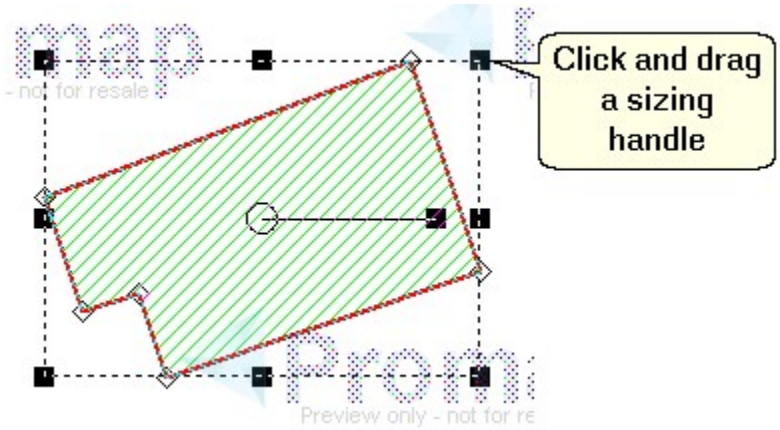
See also

To select an overlapping object 63

To resize your object

1. Select the object by clicking it.

When the object is selected, Promap places a box with dashed lines around the object. Black squares known as sizing handles appear on the lines of the box.



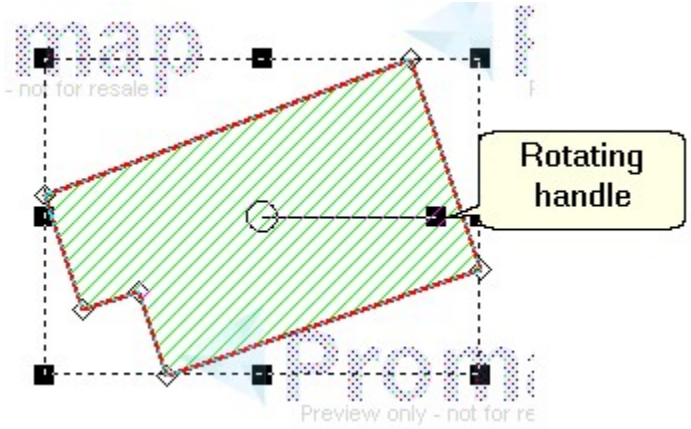
2. Place your cursor over one of these sizing handles and the cursor will change to show you in which direction you can resize the object, for example: ⟷
3. Click and drag the sizing handle to resize the object.
4. Release the mouse button when the object is the right size.

> **Note**
>
> The aspect ratio is not maintained. The ratio of the object's width to its height will therefore change and the object may looked stretched.

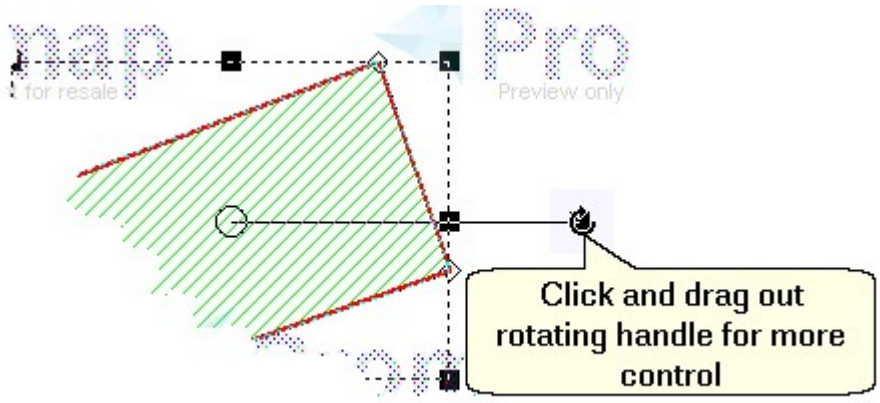
To rotate your object

1. Select the object you wish to rotate by clicking it.

   Look at the centre of the object and you will see a circle. Coming out of the circle is a thin black line and a small black box at the end of the line.



2. Place your cursor over the circle in the centre of the object and move it to the right until you see the cursor change to a circular arrow.



3. Click and drag the arrow to rotate your object.

4. As you rotate the object, you can see the angle of rotation in the **Shape Information** popup. If it's not on screen, click **Measurements** in the bottom of the **display control** tool bar.

> **Tip**
>
> Once you have hold of the rotation handle, you can make the rotation line longer by dragging it. A longer handle will give you more control over the rotation speed.

See also

To select an overlapping object 63

Changing an object's colours and styles

If you want to change the colour and style of anything that you have drawn on your map you double-click it to display the appropriate **Properties** dialog box.

Shape properties 68

Text properties 69

Symbol properties 70

Line properties 70

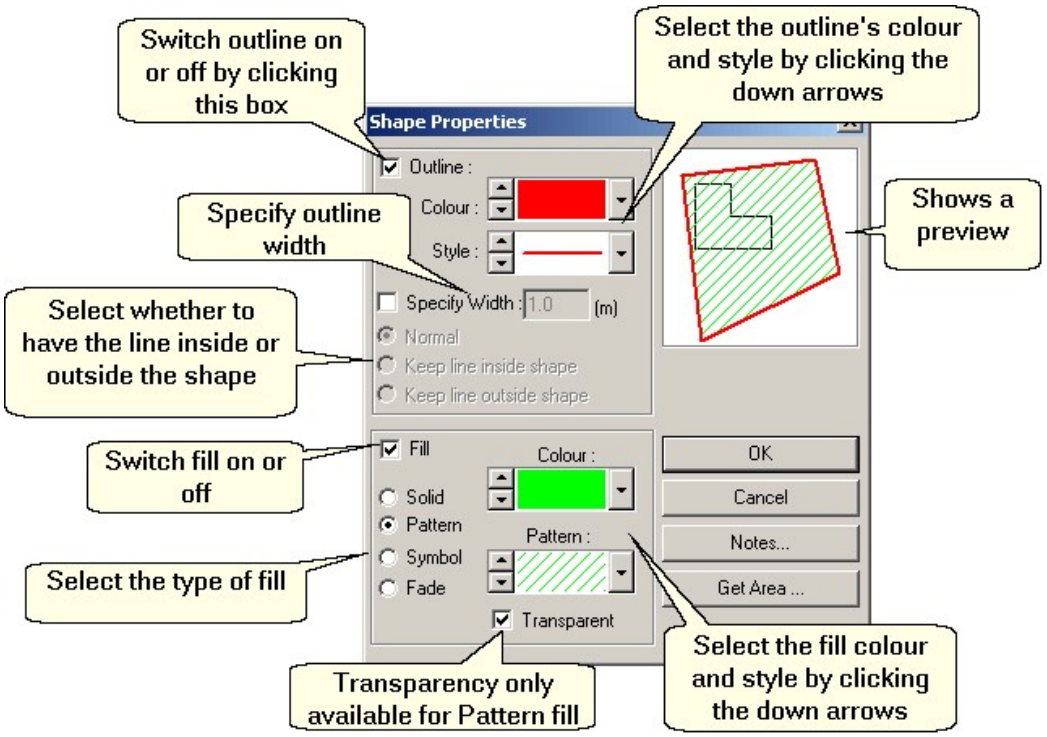
> **Note**
>
> Promap will remember all the changes you make in the Properties dialog box for the length of the session. However, if you log out and log in again the standard settings will return.

Shape Properties

This will change the **Outline** and **Fill** properties for shapes you've created with the **Shape**, **Fill**, (**Rounded**) **Rectangle** and **Oval** tools. You can set the properties for these shapes independently from each other: Settings for an oval will not affect settings for a rectangle, for example.

An identical dialog box will change the properties for circles. It has the title **Circle Properties**.

- To display the **Shape Properties** dialog box double-click the shape on the map.

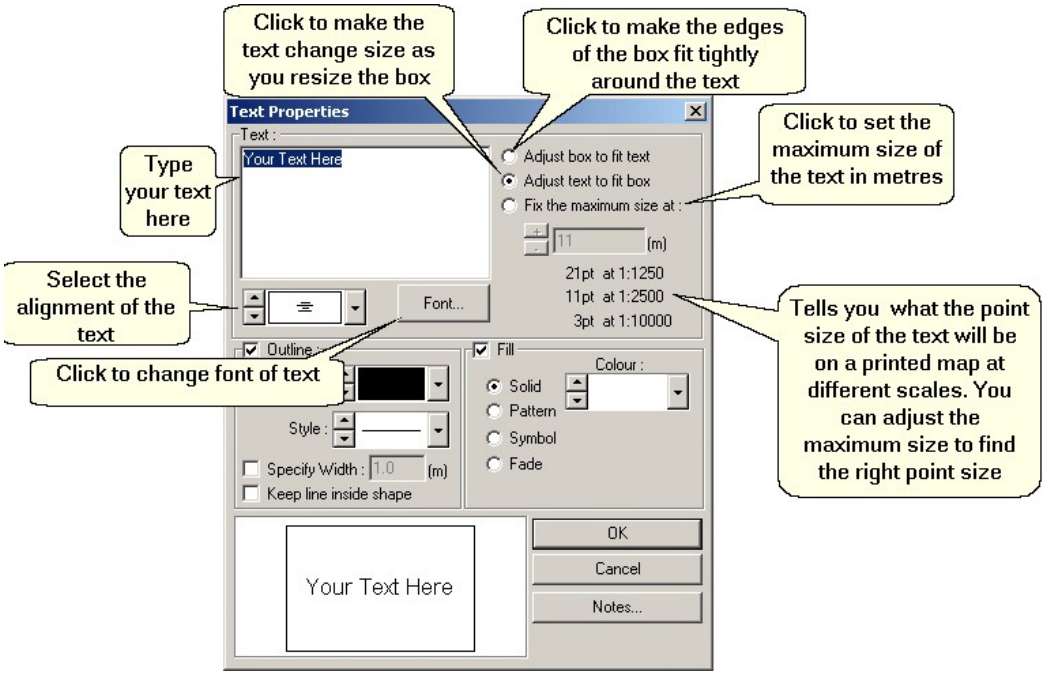


Click **OK** to save your changes and close the dialog box.

Text Properties

This is where you can type the text for text boxes and change its properties.

- To display the **Text Properties** dialog box double-click the text box on the map.

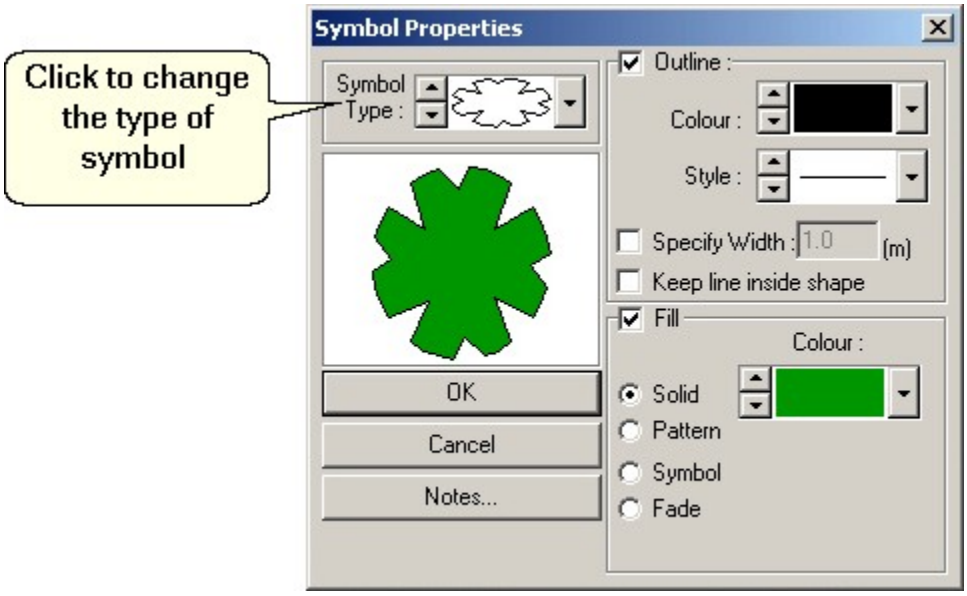

Click to make the text change size as you resize the box
Click to make the edges of the box fit tightly around the text
Text Properties
Text :
Your Text Here
Adjust box to fit text
Adjust text to fit box
Fix the maximum size at :
Click to set the maximum size of the text in metres
Type your text here
11 (m)
21pt at 1:1250
11pt at 1:2500
3pt at 1:10000
Select the alignment of the text
Font...
Tells you what the point size of the text will be on a printed map at different scales. You can adjust the maximum size to find the right point size
Click to change font of text
Outline
Fill
Colour :
Solid
Pattern
Symbol
Fade
Style :
Specify Width : 1.0 (m)
Keep line inside shape
OK
Cancel
Notes...
Your Text Here

Other sections are the same as in Shape Properties. 68

Symbol Properties

This will change the properties for symbols.

- To display the **Symbol Properties** dialog box double-click the symbol.

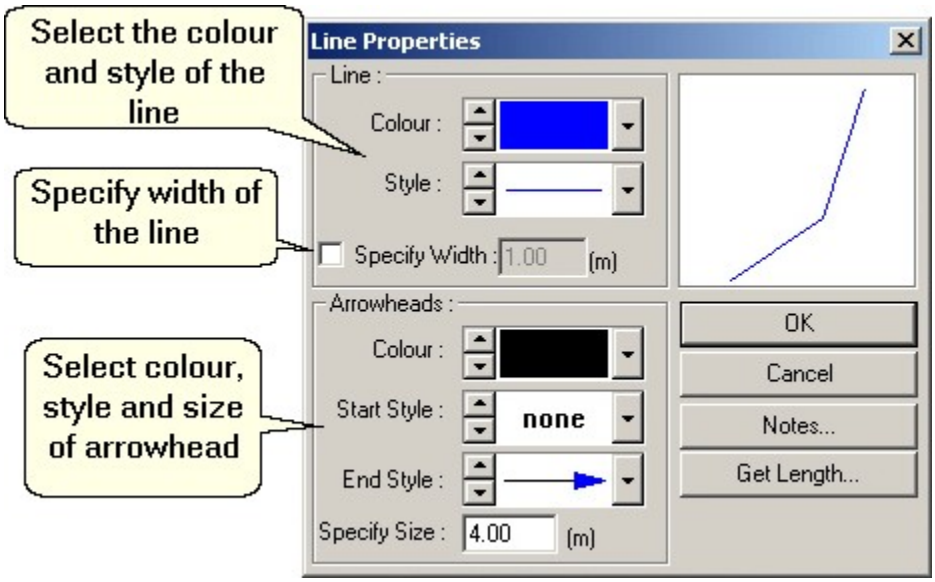


Other sections are the same as in **Shape Properties** 65.

Line Properties

This will change the properties for Lines and Arrows.

- To display the **Line Properties** dialog box double-click the line or arrow you wish to change.



Other sections are the same as in **Shape Properties** 68.

Changing the appearance of map features

A Detail layer map consists of features that can be switched off or changed in appearance e.g. you can change the outlines of all the buildings to red or remove them totally. To change any of the features, you need to use the **Legend** tool.

This facility is only available in the black and white Detail layer of mapping.

See also

To switch features on and off 71

To change the style and colour of a map feature 72

Colour schemes 73

To switch map features on and off

1. Open the **Drawing & Measuring** toolbar.
2. Click the **Legend** tool to open the map legend.

> **Note**
>
> The legend tool is only available on the black and white detail map.

3. The **Legend** dialog box will appear on your screen listing all the map features relating to detail maps.

   To the right of each feature you will see a tick box. A green tick means the feature is turned on and a red cross means the feature is turned off.

4. To turn a feature on or off, click the tick box.
5. Click **OK**.

   Promap will now remember your selection for this map and the dialog box will close.

See also

To change the style and colour of a map feature 72

To change the style and colour of a map feature

1. Open the **Drawing & Measuring** toolbar.
2. Click the **Legend** tool to open the map legend.

> **Note**
>
> The Legend tool and colour schemes are only available on the black and white Detail map.

3. To change the appearance of any feature, double-click the feature's name in the list e.g. building outlines.

   The **Edit** dialog box will appear.

4. To alter the **Line** style of a feature, click the down arrow to the right of the style displayed and select the style you prefer.
5. To alter the **Colour** of the feature, click the down arrow to the right of the colour displayed and select the colour you prefer.
6. The **Sample** view on the right will show you a preview.
7. Click **OK** on the Edit dialog box to apply your changes.
8. Click **OK** again to close the legend and return to your map.

   You can save settings you have made in the Legend so that they can be applied to future maps. These are called Colour Schemes. To learn more about colour schemes, read Colour schemes 73.

> **Note**
>
> When you save a map, the changes you have made in the Legend are saved with it. It will look exactly the same when you open the map again.

See also

To switch features on and off 71

Colour schemes

Promap allows you to set the colours and styles of Detail map features, using the **Legend** tool, and save them in a folder.

> **Note**
>
> The Legend tool and colour schemes are only available on the black and white Detail map.

These saved colours and styles are called 'Colour Schemes'. To find out how to change map features, see Changing the appearance of map features 71.

You can load a colour scheme at any time to a new map to give the map the appearance you specified in the colour scheme. Colour schemes also provide you with the ability to define a company colour scheme to be applied to new maps. This makes it easy to define a corporate or project specific colour scheme and to ensure that your mapping has a consistent appearance.

See also

To save a colour scheme 73

To save a colour scheme

1. Make your changes to the map features using the **Legend** tool.

   > **Note**
   >
   > The Legend tool and colour schemes are only available on the black and white Detail map.

   See Changing the appearance of map features 71 for details.

2. Select **Options**>**Colour Schemes**>**Save Colour Scheme**.

   The **Save Colour Scheme** dialog box will appear.

3. Click the folder you would like to save the colour scheme in. You will see your **Org**(anisation) folder (available to everyone in the company), your **Group** folder (available to users in that group) and your **Private** folder (available only to you).

   If you want to set this colour scheme as a default, you need to save it in the Org\Colour_Schemes folder.

   Promap will automatically put its name in the **Folder Name** box.

4. In the **File name** text box, type the name of your colour scheme, e.g. Scheme 1. Enter a **Description**, e.g. red building outlines, and a

Reference, e.g. Development Team, if you wish.

5. Click **Save**.

   Your colour scheme will be saved in the folder you specified.

> **Tip**
>
> You can move, delete and rename colour schemes using the quick fire buttons shown here. The button that looks like an open folder allows you to create subfolders to save your colour schemes in. The final button is **Properties** and allows you to get information about any selected colour scheme.
>
> Select **Options**>**Colour Schemes**>**Open** and click the **Browse** tab. The quick fire buttons will appear in the top right hand corner of the **Browse** box. For further help, go to To organise files and folders 91.

See also

To apply a saved colour scheme 74

To change general settings 159

To set user defaults 182

To apply a saved colour scheme

To apply a saved colour scheme to a map, ensure that you have opened a new or saved map file before following the steps below.

> **Note**
>
> The Legend tool and colour schemes are only available on the black and white Detail map.

To apply a default colour scheme

- Select **Options**>**Colour Schemes**>**Apply Default Colour Scheme**.

  This will apply the default template that has been selected in the **Settings** dialog box. See To change general settings 158.

  The administrator can set a default template for the entire company that cannot be changed. If that is the case, you will not be able to change the default in **General Settings**.

To apply a recent colour scheme

1. Select **Options**>**Colour Schemes**>**Open Colour Scheme**.

   The **Open Colour Scheme** dialog box appears.

   You will see a list of up to ten of your most recently saved colour schemes with the most recent at the top.

2. Click the colour scheme you would like to use. It will be highlighted in grey.
3. Click **Open**.

   Your colour scheme will now be applied to the map.

To apply an older colour scheme

1. Select **Options**>**Colour Schemes**>**Open Colour Scheme**.

   The **Open Colour Scheme** dialog box will appear.

2. Click the **Browse** tab to see older saved colour schemes.
3. Click the folder and/or subfolder which contains the colour scheme you would like to use.
4. Click the colour scheme you want to open.

   Promap will highlight it in grey and tick the selection box to the left of the colour scheme's name.

5. Click **Open**.

   The colour scheme will be applied to the map.

To delete a colour scheme

You may want to delete saved colour schemes from time to time. For example, when a specific project they were created for ends.

To delete a colour scheme

1. Select **Options**>**Colour Schemes**>**Delete Colour Scheme**.

   The **Delete** dialog box will appear.

2. Click the folder containing the colour scheme you want to delete.

   In the right hand panel all the colour schemes within this folder will appear.

3. Click the colour scheme you want to delete.
4. Click **Delete**.

   Promap will ask you to confirm that you want to delete this scheme.

5. Click **OK**.

   Promap will confirm that the colour scheme you selected has been deleted

successfully.

6. Click **Cancel** to close the **Delete** dialog box.

Advanced customisation

This section contains advanced customising features that are likely to be of use and require a little more work with Promap to achieve. The features are useful when you're creating a key or legend for your map.

You can use these features to edit objects you've drawn by:

- Copying 77 (cloning) an object
- Grouping 77 objects so that they can all be moved together
- Re-ordering 79 objects
- Aligning 80 objects
- Spacing 80 objects so that they match horizontally or vertically
- Sizing 81 objects to match other objects
- Locking 82 objects into place
- Locking 82 objects to the background

When you've created a drawing, you can save it in a drawing library 83 for use on other maps.

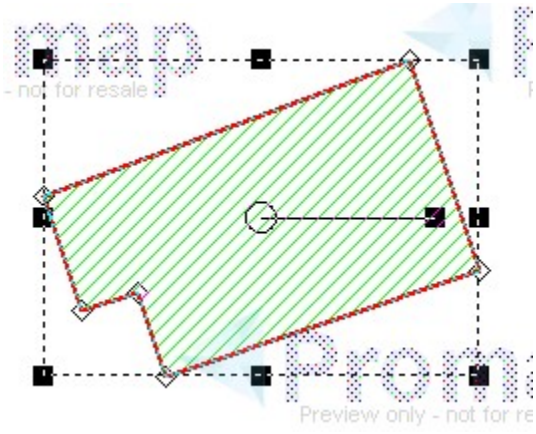
To copy objects

If you want to copy any object you have drawn on your map i.e. make another exact copy, you can clone it.

To copy objects

1. Select the object you want to clone by clicking it.

   You will see sizing handles around the object.



2. Right-click the object and select **Clone** from the menu that appears.

   An exact replica of your object will appear on you map. You will need to move it.

See also

Moving, sizing and rotating objects 65

Changing an object's colours and styles 68

To delete an object 65

To select an overlapping object 63

Advanced customisation 77

To group objects

You can group objects so that they can all be moved as one.

To group objects

1. Select the objects you wish to group. There are two ways to do this

   - Selecting one by one

     i. Start to select the objects you wish to group together by clicking one of them.

     ii. Hold down the **Ctrl** key on your keyboard and proceed to click the other objects that you wish to group.

     You will see small black boxes, called sizing handles, appear around the objects you have selected.

     iii. When you have selected all the objects you want to group, release the **Ctrl** key.

   - Selecting by lassoing the objects

i. When no objects are selected, hold down the **Shift** key and click and drag a lasso around the objects you wish to select. The lasso will be a rectangular shape.

   Start the click and drag action away from the objects so that you don't accidentally select one of them.

ii. Release the mouse and then the **Shift** key when the lasso is around all the objects.

   Each object will be selected and have sizing handles around it.

2. Right-click the centre of one of the objects and select **Group** from the menu that appears.

   Your objects should now be grouped and have only one set of sizing handles around the whole group.

3. To select the group for further editing, click the centre of one of the objects.

4. To un-group the objects, click one. Then right-click and select **Un-group** from the menu.

See also

Moving, sizing and rotating objects 65

Advanced customisation 77

To re-order objects

Once you have drawn multiple objects in Promap you can re-order them. This enables you to draw objects without having to remember to draw them in the order you wish them to appear on your map. Every object you draw in Promap is a separate layer.

To re-order objects

1. Click the object you want to re-order.

   It will now have sizing handles around it.

2. Right-click the centre of the object and select **Re-order** from the menu that appears.

3. Choose one of the following options:

- **Bring forward**- to move it forward one layer
- **Send backward** - to move your object back one layer
- **Bring to front** - to place it above everything else
- **Send to back**- to place it beneath everything else

See also

To select an overlapping object 63

Advanced customisation 77

To align objects

If you have drawn multiple objects you may wish to align them, i.e. to create a legend or a key for the map.

To align objects

1. Click the object you want to align everything else with.
2. Use **Ctrl**+**Click** to select all the objects you want to align with the first object.
3. Right-click the first object and select **Align**.
4. Choose one of the following options:
   - **Left** - to align the objects with the left edge of the first object
   - **Right**- to align the objects with the right edge of the first object
   - **Top**- to align the objects with the top edge of the first object
   - **Bottom** - to align the objects with the bottom edge of the first object
   - **Centre** -to align the objects one on top of the other with all the centres in the same place as the centre of the first object.

See also

To select an overlapping object 63

Advanced customisation 77

To space objects

Spacing allows you to space objects equally either horizontally or vertically across the map. You can create a row or column of objects that have the same spacing between them.

To space objects

To space objects equally you need to give Promap an example of the spacing you would like. The objects also need to be roughly in a column or row.

1. Find two objects that you have drawn that have the spacing you want all the objects to have. Click the first of these two objects.

2. Hold down the **Ctrl** key on the keyboard and click the second of the two objects.
3. Use **Ctrl**+**Click** to select all the objects you want to space equally.
4. Right-click one of the selected objects and select **Sizing & Spacing** from the menu.
5. Choose one of the following options:
   - **Space vertically** - to match the vertical spacing between the first two objects. Use this if you want to create a column of objects.
   - **Space horizontally**- to match the horizontal spacing between the first two objects. Use this if you want to create a row of objects

   All the objects will now be equally spaced vertically or horizontally across the map.

See also

To select an overlapping object 63

Advanced customisation 77

To size objects

Sizing allows you to change the sizes of objects to match other objects you have drawn. All the objects need to be the same shape. This means, for example, that you can make squares in a map key all the same size.

To size objects

1. Click the object that is the size you want the other objects to match.
2. Hold down the **Ctrl** key on your keyboard and click the object or objects you want to change in size.
3. When all the objects have been selected, release the **Ctrl** key.
4. Right-click one of the selected objects and select **Sizing & Spacing** from the menu.
5. Choose one of the following options:
   - **Make same height** - to make all the objects the same height as the first one selected
   - **Make same width**- to make all the objects the same width as the first one selected
   - **Make same size** - to make all the objects the same size as the first one selected

See also

Advanced customisation 77

To lock objects in place

Locking objects to the map means that you can no longer move them. This has a variety of uses. For example, you may have drawn a complex shape on your map and you could accidentally move the shape with your mouse.

To lock objects in place

1. Click the shape that you want to lock.
2. Right-click the selected object and select **Lock** from the menu.

   Your shape will now be locked in place.

To unlock an object

- If you want to unlock your shape, repeat steps 1 & 2 and select **Unlock**

> **Note**
>
> - You can still change the properties of the shape by double-clicking it.
> - Objects that are locked to background cannot be grouped or re-ordered. You must unlock the shape first.

See also

To select an overlapping object 63

To lock objects to the background

Locking objects to the background means that you can lock a shape underneath the map data layer. This is a good method of making a colour fill transparent on an object.

This works for a solid, symbol or fade fill. You can set a patterned fill to be transparent on the Shape Properties 68 dialog box.

This feature only works on the Detail layer map.

To lock objects to the background

1. Click the shape that you want to lock to the background.

2. Right-click the selected object and select **Special**>**Lock to background**.

   Your shape will now be locked below the Detail Map layer.

To unlock an object

- If you want to unlock your shape, repeat steps 1 & 2 above but select **Special**>**Unlock from background**

> **Note**
>
> - You can still change the properties of the shape by double-clicking it.
> - Objects that are locked to background cannot be grouped or re-ordered. You must unlock the shape first.

See also

To select an overlapping object 63

Drawing Libraries

You can save all types of drawings you make in a drawing library. This allows you to use them again on your current map or future maps.

Each drawing library can store up to twenty user-drawn objects and you can create as many drawing libraries as you want.

Drawing libraries that you create on a Detail map can only be used on that and other Detail maps. Drawing libraries created on other map layers can be used on all maps.

To create a drawing library

1. Open the **Drawing & Measuring** toolbar when you've opened a map.
2. Under the **Drawing Libraries** heading, click **New**.

   Promap will open a new drawing library and place in the top right hand corner of the map for you. As this is a new drawing library it will not contain any objects.

   It is best to save it now so that you don't lose any drawings you might add to it. See To save a drawing library 84
3. Draw and click (to select) the object that you want to store in the drawing library.
4. Right-click the object and select **Special**> **Add to Drawing Library**.
5. A **Custom Drawing Properties** dialog box will appear.
6. Type a description for the item in the box provided. You can also add any

notes that you may find useful i.e. measurements of the item.

7. Once you have completed the details, click **OK** and your item will be stored in the drawing library.

See also

To open a drawing library 84

To save a drawing library

1. With a new drawing library open, click **Save** under the **Drawing Libraries** heading.

   The **Save Drawing Library** dialog box will appear.

2. Click the folder you would like to save in.

   If you want to save in a new subfolder, you can click the **New Folder** button and enter a name and click **Submit**. You will now have to select the subfolder in the folder tree.

   Promap will automatically put its name in the **Folder Name** box.

3. In the **Drawing Library Name** text box type the name of your drawing library. Enter a **Description** and a **Reference** if you wish.

4. Click **Save**.

   Your drawing library will be saved in the folder you specified.

See also

To open a drawing library 84

To open a drawing library

To open a recent drawing library

1. Open the **Drawing & Measuring** toolbar.

2. Click **Open** under the **Drawing Libraries** heading.

   The **Open Drawing Library** dialog box will appear with the **Recent** tab selected.

   You will see a list of up to ten of your most recently saved drawing libraries with the most recent at the top.

3. Click the drawing library that you want to open.

   The drawing library will be highlighted in grey.

4. Click **Open**.

The drawing library will be displayed on your screen.

To open an older drawing library

1. Open the **Drawing & Measuring** toolbar.
2. Click **Open** under the **Drawing Libraries** heading.

   The **Open Drawing Library** dialog box will appear with the **Recent** tab selected.
3. Click the **Browse** tab to see older saved drawing libraries.
4. Click the folder and/or subfolder which contains the drawing library you would like to use.
5. Click the drawing library you want to open.

   Promap will highlight it in grey and tick the selection box to the left of the drawing library's name.
6. Click **Open**.

   The drawing library will be displayed on your screen.

> **Note**
>
> You can use the quick fire buttons on the **Browse** tab to move, delete and rename drawing libraries. The button that looks like an open folder allows you to create subfolders to save your drawing libraries in. The final button is **Properties** and allows you to get information about any selected drawing library.
>
> For further help, go to To organise files and folders 91.

See Also

To use an item from the drawing library 85

To show or hide a drawing library 86

To use an item from the drawing library

1. Open the drawing library.

   See To open a drawing library 84.
2. Click and drag the object you want to use from the drawing library onto the map.

   You can now position or rotate the item using the normal methods. For further help with doing this go to Moving, sizing and rotating objects 65.

See also

Advanced customisation 77

To show or hide a drawing library

If your screen is getting crowded with objects and the drawing library is taking up too much space, you can hide it by clicking **Hide** under the **Drawing Libraries** heading.

To see it again, click **Show**.

To delete a drawing library

1. Select **Options**>**Drawing Libraries**>**Delete Library**.

   The **Delete** dialog box appears.

2. In the left pane, click the folder that holds the drawing library.

   The drawing libraries in that folder appear on the right.

3. Click the drawing library you want to delete.

4. Click **Delete** and then **OK** to confirm.

5. Click **OK** on the **Delete** dialog box to delete more drawing libraries

   -or-

   Click **Cancel** to close the dialog box.

See also

To organise files and folders 91

To convert a Promapcd drawing library to Promap on the web

Promap allows you to convert old Promap^{cd} drawing libraries into Promap drawing libraries for use over the Internet. Once a saved Promap^{cd} drawing library is converted, it is saved on to the Promap server in your organisation's folder.

To convert a Promap^{cd} library

1. Select **Options**>**Drawing Library**>**Convert Drawing Library**.

2. The **Pick Promapcd Drawing Library to Convert to Promap** dialog box will appear.

3. Select the drive and folders that contain your Promapcd drawing library on your computer.

4. Click the drawing library you want to convert. It will be highlighted in blue to show it's selected.
5. Click **Open**.

   The **Save Drawing Library** dialog box will appear. The drawing library name will be the same as Promapcd drawing library name.
6. You can select a different destination folder by clicking the folders in the left hand pane.
7. Enter a description and reference into the text boxes provided if you wish.
8. Click the **Convert** button and Promap will convert your drawing library for you.

   To open the converted drawing library, see To open a recent drawing library 84.

Saving files

We recommend that you save every map or aerial photograph you pay for. As you work, Promap will prompt you to save files frequently. At the risk of sounding prescriptive, It is best practice to save your files at regular intervals, in addition to the prompts from Promap. That way, if your computer should crash for any reason, you won't have lost too much work.

Any map file you save is saved on our server, not on your computer. Promap will not allow you to save a Promap file on your computer. This has the following advantages:

- Provides a secure place to store your files
- Keeps your company's computers disk space free
- Allows you to search for saved Detail maps with the same location as a new site
- Gives you a ready-made folder structure to store map files, templates, and colour schemes. You can create your own subfolders if you wish.

When you save your map or aerial photograph, Promap saves all the map layers that you have looked at together with any customisations you have made. By clicking the **Save** button, you save a whole set of map layers and/or aerial photographs and not just the map or aerial photograph displayed on your screen at the time. This is why we talk in terms of 'Saving Files'.

The only exception to this is historical maps. These cannot be viewed or saved within the Promap software. Once you have purchased historical maps you can save them on your computer as either PDF or GIF files.

You can also save a copy of any printed map and aerial photograph as an image file (.bmp, .png, .gif, jpeg or .tiff) on your computer.

See also

To save a file for the first time 89

To save an existing file 90

To save changes to a read only file 90

To create a new folder 90

To organise files and folders 91

To save a file for the first time

1. Click the **Save** button on the standard toolbar.
2. The **Save Map** dialog box will appear with the last folder that was saved in selected.

   On the left-hand side you can see the list of folders. You can save your file in the **Org.**(*your company name*) folder (available to everyone in the organisation), or your **Private.**(*your name*) folder (available only to you). If you are a member of a group, you can also save the file in your **Group.**(*group name*) folder (available only to users in that group)
3. Click the folder you would like to save in.
4. The folder's name appears in the **Folder Name** text box.
5. Fill in the following text boxes:

Titles	Description
File name:	Enter a short descriptive name for your map or aerial photo.
Description:	Enter a description of the file you are saving. This becomes useful as your saved file collection grows and you need to use the search functions in Promap.
Reference:	Allows you to enter a reference code of your own choosing. You may wish to enter a unique project code, client name or the reference you entered into your expenditure details.

6. If you want to make the file read-only, click the tick box next to **Make this map read only**. Read only is useful in preventing people accidentally overwriting your maps. This means that if you want to save any further changes to the map, you need to unlock it first. See To save changes to a read only map 90.
7. Click **Save**.

See also

To save an existing file 90

To create a new folder 90

To save an existing file

1. Click the **Save** button on the standard toolbar.

   The **Save File** dialog box will appear.

   The file's current folder, name, description and reference will be visible.

2. If you want to give the file a different name or save it in a different folder, select a different folder and/or type a new name in the **File name** text box.

3. If you want to make the file read-only, click the tick box next to **Make this map read only**.

   The map will now be locked. This means that if you want to save any further changes to the map, you need to unlock it first. See To save changes to a read only file 90 for details.

4. Click **Save**.

See also

To save a file for the first time 89

To save changes to a read only file

1. If you would like to save changes to a read-only file you will need to unlock it first. Click the **Save** button and the **Save Map** dialog box will appear.

   There will be a closed lock before the map file's name.

2. Select the file's name and click the unlock button in the top right hand corner of the dialog box.

   This will unlock the file enabling you to save any changes to the maps. See To save an existing file 90.

To create a new folder

1. Click the **Save** button on the standard toolbar.

2. In the **Save File** dialog box click the folder in which you'd like to create a subfolder.

   This will be the parent folder.

3. Click the **New Folder** button in the top right-hand corner of the dialog box.

   A **New Folder** text box will appear.

4. Type in the name of the subfolder you want to create.

5. Click **Submit** and **OK** to confirm.

   Promap will return you to the original **Save Map** dialog box without a folder selected.

6. Click the parent folder and the new subfolder will appear.

   You can now save files in that folder.

Promap will allow you to create as many subfolders and as many levels of folders as you like.

> **Note**
>
> - A folder name and reference can contain any character except ¦ “ % & + # \.
> - A folder description can contain any character except ¦ ” % & + # |.
> - If you don’t specify a parent folder for your subfolder, it is automatically placed under your Private folder.
> - Names of folders, maps and other objects are case insensitive. If you save a map file with the name 'MIXEDcase', it will overwrite one called ‘‘mixedCASE' The name of the map will still appear as you typed it originally.

See also

To organise files and folders 91

To organise files and folders

When you click the **Open** button in Promap and then select the **Browse** tab, you will see a row of buttons. They give you fast and easy ways to:

Move files from one folder to another

Create subfolders to organise your saved files more efficiently

Delete files and folders

Rename files and folders

See information about any saved maps and aerial photographs

To organise files or folders

1. Click the **Open** button and on the **Open** dialog box click the **Browse** tab.

   The quick fire buttons will appear in the top right hand corner of the dialog

box.

2. Do one of the following:

- Move a file
  i. Select it.
  ii. Click the **Move Files** button .
  iii. Click the folder you want to move it to in the left-hand folder tree.
  iv. Click **Move**.

- Delete a file
  i. Select it.
  ii. Click the **Delete** button .
  iii. Click **OK** to confirm.

- Delete a folder other than an Org, Group or Private folder
  i. Move or delete any files that are in the folder.
  ii. Select the folder you want to delete.
  iii. Click the **Delete** button .
  iv. Click **Submit** and then **OK** to confirm

- Create a subfolder to store files in
  i. Select the folder in which you want to create a subfolder.
  ii. Click the **New Folder** button .
  iii. Enter the name of the new folder.
  iv. Click **Submit** and **OK** to confirm

- Rename a file or folder
  i. Select the file or folder you want to rename.
  ii. Click the **Rename** button .
  iii. Enter the new name.
  iv. Click **Submit** and **OK** to confirm.

- See the properties of a file
  i. Select the file.

ii. Click the **Properties** button .

iii. You will see the file's name, description, reference and which layers have been accessed and saved.

iv. Click **OK** to close.

3. Click **Cancel** on the **Open** dialog box to close it.

To convert PromapCD maps

- Promap allows you to convert old Promap[cd] saved map files to maps for use over the Internet. Once a saved Promap[cd] map is converted, it is saved on the Promap server.
- Map colour schemes, customisation, the data export frame and the print frame are preserved when converting maps.
- If you have several maps that you want converted, contact us at customerservice@promap.co.uk, we will convert the maps and load them on to Promap for you. If you have less than 50 maps to convert you can attach them to the email you send us.

To convert a PromapCD map

1. Select **File**>**Convert Map**.

   The **Pick Promapcd map to convert to Promap** dialog box will appear.

2. Browse to the folder that contains your PromapCD maps so that it appears in the **Look in** box.

   Click the map you want to convert. It will be highlighted in blue to show it's selected.

3. Click **Open**.

   The **Save File** dialog box will appear.

   Promap will automatically direct the map to be saved in your private folder and the subfolder called Converted.

   The map name will be the same as Promapcd map.

4. You can select a different destination folder by clicking the folders in the left hand pane.

   For help with saving the file see To save a file for the first time 89.

5. Enter a map **Description** and **Reference** in the boxes provided.

6. Click the **Convert** button.

   Promap will begin the conversion process. Most maps are converted very quickly. If Promap is going to take some time to convert the map you will be told.

Promap will display your converted map on the screen.

See also

To organise files and folders 91

Printing

This chapter covers in detail how to:

- Select an area and scale for printing 95
- Insert your company logo, a header and footer 101
- Print a map 99

> **Note**
>
> Printed maps supplied by Ordnance Survey remain Crown Copyright. This means that before photocopying or duplicating an OS map printed from Promap, you must purchase an Ordnance Survey Paper Map Copying Licence.
>
> This licence entitles you to unlimited free copies of maps for 12 months after the initial print transaction. To purchase a Paper Map Copying Licence click here.

To set a print frame and scale

When you are ready to print your map you need to define the area that you want to print and select the scale the map will print to. Printing the map to scale will ensure recipients of the map can scale off the map.

To set the print frame and scale

1. Open the printing tools by clicking the **Printing** button on the toolbars pane.

2. Click the **Set Print Frame** button

.

   The **Print Preferences** dialog box will appear.

3. Select the paper size from the **Paper Size** drop-down list.

   The three A4 size options are a little different from the usual:

Paper size	Description
A4 Small	A layout with large margins. Meets the minimum planning requirements. Images saved at this scale fit neatly and easily into documents without the need to resize them.
A4	A layout with moderate margins. Useful for adding headers and footers and a company logo. Gives you space for a binder.
A4 large	A layout with small margins. You can add a small header and logo. Difficult to bind.

4. Click a radio button to select the orientation you would like: portrait or landscape.

5. Choose whether to print to a variable scale or a set scale:

Scale	Description
Variable	Promap will allow you to adjust the size of the print frame. See To stretch a variable scale print frame 97.
Set at a specific scale	Either click one of the suggested scales e.g. 1:1250 or type the scale you would like in to the **Custom Scale** text box. Promap will accept typed scales between 1:50 and 1:10,000, depending on the layer you are printing.

6. Click the **Apply** button.

   A blue rectangle will appear over your map. This is the print frame. This frame is defining the area you wish to print; everything inside the frame would print if you printed the map.

7. If the frame doesn't cover the right amount of land, click one of the other set scale options and click **Apply** again.

8. When you are happy with your selections, click **OK**.

   The **Print Preferences** dialog box will close and the print frame will show on your map. At the top of the print frame you will see:

   - The paper size selected

- The current printable scale in parenthesis
- The area of land contained within the print frame in hectares or km^2 depending on the size of the frame
- The initial print charge

9. Now go to To fix a print frame 99 for the next step.

> **Note**
>
> When the print frame changes in size or the scale is adjusted, Promap recalculates the cost of printing the map and displays it at the top of the print frame.

See also

To move a print frame 98

To centre a print frame 98

To stretch a variable scale print frame

Only stretch a print frame if you've selected the **Variable Scale** option on the **Print Preferences** dialog box. See Setting the print frame and scale 95. If you stretch a scaled map, the scale will be lost.

To stretch a variable scale print frame

1. Move your cursor over the handles (black boxes) around the outside of the print frame.

   The mouse cursor will change to ↔.

2. Click and drag the frame to the size you would like it to be.

   Promap will adjust the print frame to the size you have requested.

3. If the print frame is no longer centred on the screen, click the **Centre Print Frame** button.

> **Note**
>
> When the print frame changes in size or the scale is adjusted, Promap recalculates the cost of printing the map and displays it at the top of the print frame.

To move a print frame

You may want to move your print frame to show main roads or other sites in relation to the site you want to print.

To move the print frame

1. Ensure your print frame is blue before attempting to move it. If it is red, then it's fixed. You can unfix it by clicking the **Fix Print Frame** button.

2. Click the print frame to select it.
3. There are two ways to move your print frame, dragging and nudging.

Action	Description
Dragging	Click in the centre of the frame and drag it to where you want it to be.
Nudging	Click in the centre of the frame and press one of the arrow keys on your keyboard. This moves the frame one pixel at a time. Holding the **Shift** key down on the keyboard at the same time will increase the speed of nudging.

To centre a print frame

This feature allows you to re-centre the print frame on your screen after you've moved the frame or roamed away from it.

To centre the print frame

- Click the **Centre Print Frame** button.

Promap will place your print frame in the centre of your screen.

To fix a print frame

Once you have positioned the print frame you will need to fix it in place. This allows you to print or customise your map without fear of changing the position or size of your frame. Clicking the Print button without having fixed your frame will automatically fix it before you print.

To fix a print frame

1. Click the **Fix Print Frame** button to fix the print frame in place.

   The print frame will turn from blue to red to denote that it is fixed in place.

2. To change the selected print area, click the **Fix Print Frame** button again to unfix the print frame. You can then move the print frame by dragging or nudging (see To move a print frame 98).

3. To change the paper size, orientation or scale, click the **Set Print Frame** button twice (with a pause between clicks). The first click will remove the existing print frame. The second click will open the **Set Print Preferences** allowing you to specify a new size and scale.

4. Now either add a logo, header and footer 101 or print 99 the map.

> **Note**
>
> If you unfix the print frame after you have done the initial print and move it or change the scale, you will be warned that the next print will be incur the initial print charge.

See also

To move a print frame 98

To set a print frame and scale 95

To print a map

1. You need to set 95 and fix 99 a print frame first. You can also add a logo, header and footer 101.

2. Click the **Headers & Footers** button if you'd like to adjust the way the printed map will look before actually printing it. Click the **Cancel** button if you wish to return to the map without applying the headers and footers to go back to the map.

3. Click the **Print** button.

The **Print** dialog box will appear.

You can check the cost and print scale under the **Map Details** heading.

4. Select the printer you would like to use to print.

If you have a pdf printer driver installed on your computer you can choose that in order to create a pdf file. You can then easily email it to other people.

5. You can choose to print more than one copy by increasing the number shown in the **Number of Copies** box. Please note, that if you do not have a Paper Map Copy Licence additional copies on either the Detail or Street Plus are subject to a reprint charge.

6. If you are unsure if you are connected to the printer correctly you can check by clicking the **Test Print** tick box. When you click **Print**, a test print will be printed free of charge. A test print will only print user drawn features, not mapping information.

7. Click **OK**.

8. The **Enter Expenditure Details** box will appear to warn you that you are about to do a chargeable action. Enter a **Project** and **Reference** for your map print and this will be entered in to your accounting files. For more information on expenditure details go to Enter Expenditure Details 194.

Note

When printing a hybrid, you will be charged the combined price of a MasterMap print and an aerial photograph print. To avoid paying both charges, print from either the to Black and White or Colour detail, or switch to the Aerial Mapping Layer.

9. Click **OK**.

10. The **Save Map** dialog box will appear on your screen.

All detailed maps printed through Promap include a 12 month licence. Once that period has ended, if you wish to print the map again you will be charged. Once you have paid for the initial print any further copies you print within the twelve month licence period will either cost you a nominal amount or will be free if you have an Ordnance Survey Paper Map Copying Licence. We strongly recommend that you save your map now to avoid paying a first print charge again within the twelve month licence period.

All detailed maps printed through Promap will automatically contain a North Point in the top right hand corner, as well as the scale of the map and a

scale bar at the bottom.

See the Saving 88 chapter if you need help saving your map.

11. Once you've clicked **Save** or **Cancel**, the map will print.

See also

Ordnance Survey Paper Map Copying Licence 111

Print layout: logos, headers and footers

Before you print a map you can add a logo, a header and a footer in the margins around the map. You may want to give your map a title in the header and use the footer for a disclaimer. Promap maps are printed centred on the page so that you can include them easily.

Promap allows you to save a copy of your header, footer and logo preferences as a print template. These can be saved in your Promap folders just like saved map files. You can reload a saved print template later to give a new map the same logo, header and footer.

The print template used when you save a map is saved along with the map. This means that changing a saved template after it has been applied to a map will not change the map's layout.

The administrator can set a default template for the entire company. If that is the case, you will not be able to change the default in **General Settings**.

See the rest of the chapter for details.

To add a header or footer

1. You need to set 95 and fix 99 a print frame first.
2. Click the **Headers and Footers** button on the **Printing** toolbar.

The **Print Layout Setup** dialog box will appear. You will also see a preview of your printed map.

3. Type the header or footer text you would like in the **Header** or **Footer** text box.
4. You can now either click **Apply** to see how it looks.

-or-

Click the **Show Fonts & Logos** button to format the text.

The **Show Fonts & Logos** dialog box appears and your header or footer text will appear in the **Header** and **Footer** text boxes.

5. To change the size or style of the text, click the **Header Font** button to change the header or the **Footer Font** button to change the footer.

   The **Font** dialog box will appear. Make the selections you want and click **OK**.

   If you'd like to add a logo, see To add your company logo 102.

6. Click **OK**.

   The changes will appear on the map.

7. When you're happy with the way the text looks, click the **Apply and Print** button on the **Print Layout Setup** dialog box. The **Print** dialog box will appear. Go to step 4. in To print a map 99.

   -or-

   Click **Apply** and then **Cancel** if you just want to save the header and footer in a template and go to step 5 in To create a template 104.

To add your company logo

Promap can only accept logos that are in a Windows Metafile format. If your logo is in a different format such as a bitmap (.bmp) or jpeg (.jpg) ,you can convert to a .wmf using an image editor such as Paint Shop Pro.

If you would like help converting your company logo, contact Technical Support on 0844 844 9961 or email your logo to logos@promap.co.uk and we'll convert it for you.

To add a logo

1. You need to set 95 and fix 99 a print frame first.
2. Click the **Headers and Footers** button on the **Printing** toolbar.

   The **Print Layout Setup** dialog box will appear. You will also see a preview of your printed map.

3. Click the **Show Fonts & Logos** button.

   The **Show Fonts & Logos** dialog box appears.

4. Click one of the following buttons:

Button	Description
Top right	The logo will appear in the top right-hand corner of the page.

Button	Description
Top left	The logo will appear in the top left-hand corner of the page
Bottom right	The logo will appear in the bottom right-hand corner of the page

The **Select Windows Metafile** dialog box will appear.

4. Find the graphic file that contains the logo and click **Open**.

   Promap will return you to the **Show Fonts & Logos** box. To the left of the placement button you selected e.g. Logo Right; you will see the pathway to your logo. It will look similar to this: I:\Training\Landmark Information Group logo.wmf

   > **Note**
   > Promap will continue to look in the location you have specified for your logo when you do subsequent prints. If you change the location of the logo on your local file system, please make sure that you also update the location in this dialog.

5. If you would like to add a header and footer see To add a header or footer 101.

   -or-

   If you don't want to add a header or footer click **OK**.

6. Click **Apply and Print** if you're happy with the layout and you want to print the map. The **Print** dialog box will appear. Go to step 4. in To print a map 99.

   -or-

   Click **Cancel** if you want to save the logo in a template and go to step 5 in To create a template 104.

To create a template

Creating a template allows you to save your print layout and easily apply it to future prints.

1. Open a saved file or locate a new map.

   See Opening a saved map file 33 or Opening a new map file 33.

2. Set a print frame on your map.

   See To set a print frame and scale 95.

   You will not have to print the map or accept a charge in order to create a template.

3. Create a header or footer, but click **Apply** and then **Cancel** on the **Print Layout Setup** dialog box.

   See To add a header or footer 101.

4. Add a logo, click **Apply** and then **Cancel** on the **Print Layout Setup** dialog box.

   See To add your company logo 102.

   You now need to save your template.

5. Select **Options**>**Print Layouts**>**Save Layout** on the menu bar.

   The **Save Print Layout** box will appear.

6. Click the folder you would like to save in to e.g. Org. Promap automatically puts its name in the **Folder Name** box.

7. In the **Print Layout Name** text box type a name for your template. Enter a **Description** and a **Reference** if you wish.

8. Click the **Save** button.

   The print layout in your currently open map will be saved as a template.

See also

To use a template 104

To create a read-only print template 183

To use a template

To apply a template

1. With a map open and a print frame fixed, click the **Headers and Footers** button.

   The **Print Layout Setup** dialog box will appear.

2. In the **Print Template** drop-down list select the template you'd like to use.

3. Click **Apply and Print** if you're happy with the layout and you want to print the map.

   If you'd like to make changes to the template, see To overwrite a template

107.

Note

You can also use a template by selecting **Options**>**Print Layouts**> **Open** and then selecting the print layout you'd like to apply. However, you won't be able to check what it looks like unless you click the Headers and Footers button.

To apply a default template

- Select **Options**>**Print Layouts**>**Apply default**.

  This will apply the default template that has been selected in the **General Settings** dialog box. See To change general settings 158 for details.

  The administrator can set a default template for the entire company that cannot be changed. If that is the case, you will not be able to change the default in **General Settings**.

See also

To set a print frame and scale 95

To fix a print frame 99

To print a map 99

To create a template 103

To edit a template

1. With a map open, click the **Headers and Footers** button.

   The **Print Layout Setup** dialog box will appear.

2. In the **Print Template** drop-down list select the template you'd like to edit.

3. Its headers or footers will appear in the **Header Text** and **Footer Text** text boxes.

4. Click the **Show Fonts & Logos** button to format the text or change the logo.

   The **Show Fonts & Logos** dialog box appears and your header or footer text will appear in the **Header** and **Footer** text boxes.

5. To change the size or style of the text, click the **Header Font** button to change the header or the **Footer Font** button to change the footer.

6. The **Font** dialog box will appear. Make the selections you want and click

OK.

7. To change the logo do one of the following:

To	Do this
Replace a logo in the same position	Click the logo position button (eg **Logo Left**) and open a different logo file.
Remove a logo	Click the **Clear** button next to the logo you want to remove.
Put the logo in a different position	Click the **Clear** button next to the logo you want to move. Then click the logo position button where you want the logo to be and open the logo file. See To add your company logo 102 for details.

8. Click **OK**.

   The changes will appear on the map.

9. Click **Cancel** on the **Print Layout Setup** dialog box.

   -or-

   If you just want to use these changes for this one map, go to To overwrite a template 107.

10. Select **Options**>**Print Layouts**>**Save** on the menu bar.

    The **Save Print Layout** box will appear.

11. Click **Save**.

    -or-

    Give the template a different name in the **Print Layout Name** text box and then click **Save**.

> **Note**
>
> You can edit a template so long as the administrator hasn't made it read-only. If your administrator selected read-only, the read-only check boxes on the **Show Fonts & Logos** dialog box will be ticked.

To overwrite a template

You can change one aspect of a template for a one-off map print.

To overwrite a template

1. Follow the steps 1 to 8 in To edit a template 105.
2. Click **Apply and Print** if you're happy with the layout and you want to print the map.

   The changes you've made to the template will not be permanently saved, but will apply to this map.

> **Note**
>
> You can overwrite a template so long as the administrator hasn't made it read-only. If your administrator selected read-only, the read-only check boxes on the **Show Fonts & Logos** dialog box will be ticked.

To delete a template

1. Select **Options**>**Print Layouts**>**Delete** on the menu bar.

   The **Delete** dialog box will appear.
2. Select the template you want to delete in the Org\Print Layouts folder, by clicking the tick box before it.
3. Click **Delete**.
4. Click **OK** to confirm.
5. Click **Cancel** to return to your map

   -or-

   Click **OK** to delete more templates.

See also

To organise templates 108

To organise templates

If you need to move, delete, or rename templates, you can use the quick fire buttons in the **Open** dialog box.

To organise templates

1. Select **Options**>**Print Layouts**>**Open** on the menu bar and click the **Browse** tab.
2. The quick fire buttons will appear in the top right hand corner of the dialog box.
3. Do one or more of the following:
   - Move a template
     i. Select it.
     ii. Click the **Move Files** button .
     iii. Click the folder you want to move it to in the left-hand folder tree.
     iv. Click **Move**.
   - Delete a template
     i. Select it.
     ii. Click the **Delete** button .
     iii. Click **OK** to confirm.
   - Delete a folder other than an Org, Group or Private folder
     i. Move or delete any templates that are in the folder.
     ii. Select the folder you want to delete.
     iii. Click the **Delete** button .
     iv. Click **Submit** and then **OK** to confirm
   - Create a subfolder to store templates
     i. Select the folder in which you want to create a subfolder.
     ii. Click the **New Folder** button .
     iii. Enter the name of the new folder.
     iv. Click **Submit** and **OK** to confirm

- Rename a template
  i. Select the template you want to rename.
  ii. Click the **Rename** button .
  iii. Enter the new name.
  iv. Click **Submit** and **OK** to confirm.

- See the properties of a template
  i. Select the template.
  ii. Click the **Properties** button .
  iii. You will see the template's name, description, reference, header and footer text.
  iv. Click **OK** to close.

4. Click **Cancel** on the **Open** dialog box to close it.

Using a map in other applications

Once you have printed a map, you can download electronic copies of the map as a bitmap (.bmp), .jpeg , .gif, .png or .geoTiff file on your computer. The formats allowed vary between the layers. This allows you to paste the map into other applications and documents such as PowerPoint or Word. In the case of geoTiff these can be imported into compatible CAD and GIS systems.

You can also copy it to the clipboard and then paste it into another application.

> **Please note**
> You may only use images when permitted under the terms and conditions of your licence. Use of any other tools to obtain mapping images is not permitted within Promap and is a breach of the Crown Copyright and the Promap terms and conditions.

See also

To download a map 110

To copy a map to the clipboard 111

To download a map

1. If you haven't printed the map yet, set and fix the print frame around the area you'd like to download. See To set the print frame and scale 95 and To fix the print frame 99.
2. Click the **Save as Image** button on the **Printing** toolbar.

3. A **Save As** dialog box will appear on your screen.

   This will save the file on your computer.
4. Choose a folder to save your file in.
5. Type a name for your image in the **File name** text box.
6. Select a file format in the **Save as Type** drop-down box and click **Save**.

   You can save in jpeg, geoTiff, bmp, gif or png format. Please note that the geoTiff format is not available on the Detail Layer.

   If you haven't printed the map, the **Enter Expenditure Details** dialog box will appear to warn you that you are about to be charged. Enter a **Project** and **Reference** for your map print and click **OK**. This will be entered in to your accounting files.

   For more information on expenditure details see Enter Expenditure Details 194.
7. The **Save Map** dialog box will appear on your screen. This allows you to save the map on the Promap server. We strongly recommend that you save your map now to avoid paying a first print charge again. If you need help saving your map go to To save a file for the first time 89.
8. Click **Save** and Promap downloads the file in the requested format onto your computer.

   You can now open the file in other programs or email it to another person.

> **Note**
>
> Your downloaded map will have a North Point, the Promap logo and copyright statement, any objects you've added and any colour scheme, grid line and legend preferences.

See also

Ordnance Survey Paper Map Copying Licence 111

To copy a map to the clipboard

You can copy a map to the clipboard once you have printed it.

- Select **Print**>**Copy to Clipboard**.

  The map will be copied to the clipboard. You can now paste the map into other programs.

> **Note**
>
> Your copied map will have any objects you've added and any colour scheme, grid line and legend preferences.
>
> When pasting your image into other applications, you need to be aware that these applications may resize the image causing you to lose the scale of the map.

See also

Ordnance Survey Paper Map Copying Licence 111

Ordnance Survey Paper Map Copying Licence

All printed Ordnance Survey maps remain Crown Copyright. This means that before photocopying or duplicating an OS map printed from Promap, you must purchase an Ordnance Survey Paper Map Copying Licence.

Once you have purchased an OS licence subsequent OS map prints from Promap made within the 12 month licence period will incur no further charge. You can also photocopy maps.

All detailed maps printed through Promap include a 12 month licence. Once that period has ended, if you wish to print the map again you will be charged.

See also

Using the Ordnance Survey Paper Map Copying Licence 183

Exporting maps

- This chapter will show you how to export your site as MasterMap data from Promap. Exporting data as DXF, DWG or GML files allows you to use the mapping in GIS systems, CAD or other applications.
- The export facility is available in Detail, Street and Street Plus layers of mapping only. The export process and result is the same whether you select Detail, Street or Street plus.
- Any annotations you have drawn on to the map will not be exported. Only the Ordnance Survey mapping data you request will be exported.
- You must agree to special data export terms and conditions whenever you export DXF, DWG or GML data from Promap. There is a link when you select the export options so that you can read them.
- For the DWG format you will also need to have the correct ActiveX control installed to view this option.

See the rest of the chapter for details.

Format options

DXF format

DXF format is a data exchange format supported by most Geographical Information Systems (GIS) products, CAD and many other applications. You can export a selected area of Ordnance Survey MasterMap data from Promap as a file in DXF format. The most common use for exporting data in this form is to supply architects with a map they can use in CAD systems.

DWG format

DWG ("drawing") is a file format used for storing design data and metadata. It is the native format for several CAD packages including AutoCAD.

GML format

The Open GIS Consortium, a global organisation of GIS users and developers, has created Geography Mark-up Language (GML) with the intention that GIS users use the same format. The software that can accept GML is relatively new and users of Promap should check that their systems can accept GML before using it.

Export Options

MasterMap export

You can export a selected area of Ordnance Survey MasterMap data from Promap in DXF DWG or GML file format. You can load this DXF, DWG or GML file into other applications.

GML format captures the full richness of the MasterMap data. This includes information not visible in Promap, such as the history of changes that Ordnance Survey has made to the data. The latest versions of most GIS products and CAD systems now support GML.

DXF format is supported by most GIS products, CAD and many other applications. We have adapted the MasterMap data to DXF format so that you can load MasterMap data into applications that do not support GML.

DWG format is supported by a number of CAD applications and the MasterMap data can now be obtained in this format.

Once you have exported MasterMap data, you can re-export the same data in either DXF, DWG or GML format without incurring further charges, if you are within your export licence period. This means that if you exported in one format, DXF, and now want a GML file, then you can export it without further cost.

Data licence options

There are two main licence options to choose from when exporting MasterMap data from Promap. You can either purchase a IBU licence or PDB licence, the differences between the licences are outlines below:

IBU - Internal Business Use Licence:

- The mapping data can be used across the business with no restrictions on the number of users.
- Data purchased with an IBU licence can only be used internally, and not shared with third parties.
- Unlimited number of paper copies can be produced from the licensed data
- Mapping data can be used as a tool in running the business for a period of 12 months until data is repurchased with an appropriate licence or deleted.

PDB - Plan, Design, Build:

- Data can be shared with the customers and others involved in the project.
- Data can be archived for up to 13 years after the expiry of the licence so queries arising that relate to the project can be answered.

- The licence periods available are more flexible to the length of a development project. The minimum period is 12 months, with 18, 24 and 30 month licences also offered.

DTM - Digital Terrain Model

NEXTMap Britain's DTM data can be exported with an area of Ordnance Survey MasterMap data from Promap in DXF format. You can load this DXF file into other applications. DXF format is supported by most GIS products, CAD and many other applications.

This is high density topographical data, covering England, Wales and Scotland. Using airborne RADAR technology the ground surface has been modelled in detail with elevation points provided every five meters. Buildings, trees etc have been digitally removed to provide a "bald earth" model.

DSM - Digital Surface Model

NEXTMap Britain's DSM data can be exported with an area of Ordnance Survey MasterMap data from Promap in DXF format. You can load this DXF file into other applications. DXF format is supported by most GIS products, CAD and many other applications.

This is high density topographical data, covering England, Wales and Scotland. Using airborne RADAR technology the ground surface has been modelled in detail with elevation points provided every five meters. The measurements are derived from the return signals received that bounce off the first surface they strike, making the DSM a representation of any object large enough to be resolved. These include buildings, vegetation, and roads, as well as natural terrain features.

GetMapping™ 25cm resolotuion aerial photographs

Modern aerial photography at 25cm resolution provides a highly detailed overhead view and can be exported in a variety of image file formats.

Samples of MasterMap® data

Ordnance Survey MasterMap data images are supplied below.

MasterMap export GML sample

MasterMap data in GML format is available and looks like the following image:

MasterMap export DXF sample

MasterMap Data in DXF format is available and looks like the following image:

MasterMap export DWG sample

MasterMap Data in DWG format is available and looks like the following image:

To export map data

1. Locate your site in Promap. See To locate a new site 34 for details.

2. Open the **Export Steps** tools by clicking the **Exporting** button.

1. Before you export the mapping data you need to define the area you would like to export. There are three methods that can be used to define the export area: by shape, circle or export area frame. Shapes and circles are only used to export MasterMap data and are therefore only available on the Detail, Street and Street Plus layers. All other export options will use the frame, even if you have defined a shape or circle.

   Choose one of the options below:

   - either -

Export as a user drawn shape

i. Click the **Set Shape Export Frame** button.

ii. Define the area to be exported by drawing a shape around the required area.

Click a point on the map where you want to start drawing around the area. If you've chosen a particular map feature, such as a building, click slightly away from the boundary line.

Move the mouse cursor to the next point and click once more.

Repeat step b) for each point of the shape until the whole of the shape has been drawn except for the last line.

If you make a mistake and want to move back a step, press **Backspace** on your keyboard. The last segment drawn will be deleted.

Finish the shape by clicking on the first point of the shape.

> **Note**
> In order for a shape to be used as the export area, please make sure that it does not cross-over itself.

iii. Once you have finished drawing your shape, Promap will automatically put an export frame around the shape you have drawn. The cost of the export will appear at the top of the frame.

iv. Now go to step 4 below.

- or -

Export as a circle

i. Click the **Set Circle Export Frame** button.

ii. A **Set Up Circle Export Frame** dialog box will appear. Type in the radius of the circle you would like to set and click **OK**.

The maximum radius allowed is 2000m.

Promap will automatically put an export frame and the circle on the map. The cost of the export will appear at the top of the frame.

iii. You can move the Circle Export Frame if it is in the wrong position. To do this, click and drag it.

iv. Now go to step 4 below.

- or -

Export as a rectangle

i. Click the **Set Export Frame** button.

ii. A frame will appear on your screen. To resize it, click it to select it and then click and drag the sizing handles. As you resize the frame the cost of the data export will be adjusted and displayed at the top of the frame.

iii. To move it, click and drag its centre.

iv. Now go to step 4 below.

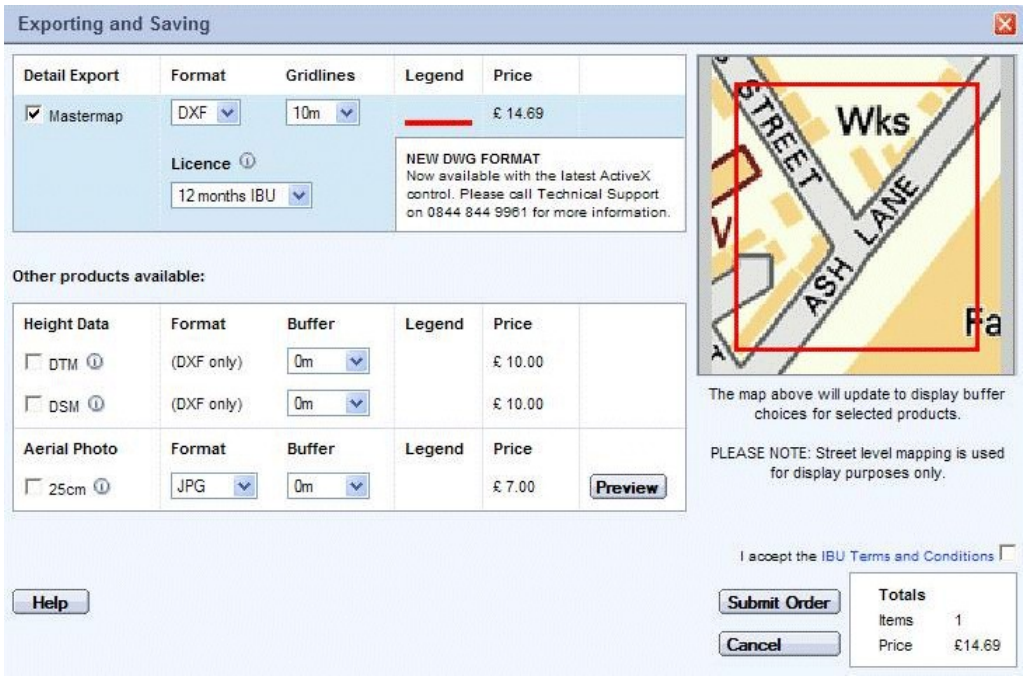
4. Click the **Fix Export frame** button.

5. Click the **Get Export Data** button.

The **Exporting and Saving** dialog box will appear.

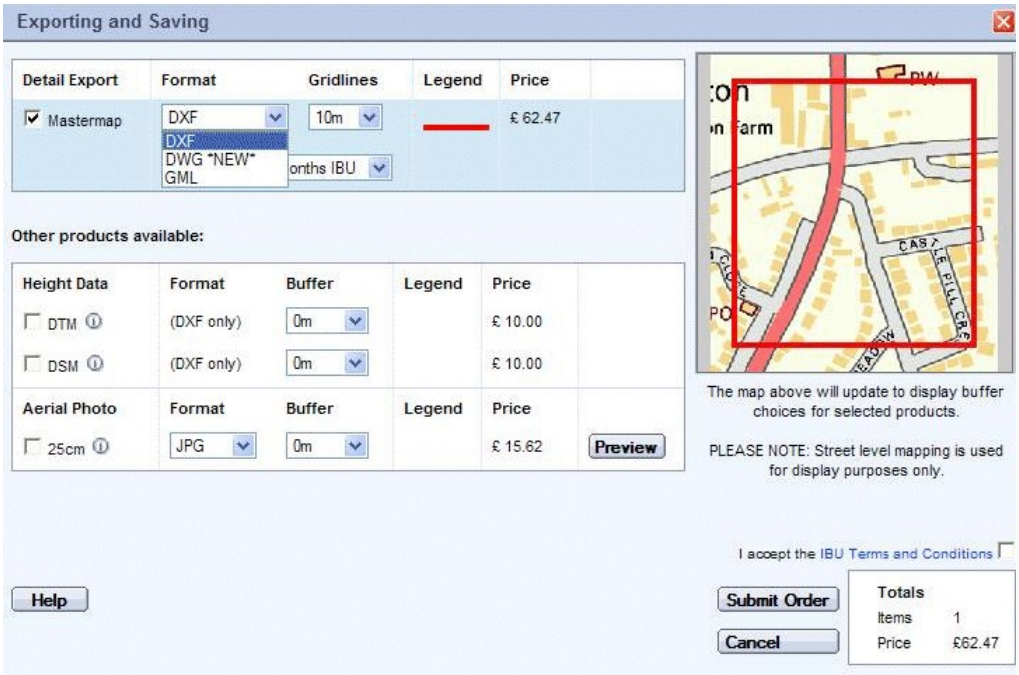
6. This will contain different options, depending on layer you are on while exporting.

7. If you are on the Detail layer one of the following two boxes will appear:



The box above will appear if you are yet to download the latest ActiveX control which allows you to access the new DWG format available for Mastermap data. The prompt box will contain instructions on how you can obtain the relevant ActiveX control.

The box below displays the format options once the latest ActiveX control has been downloaded.



MasterMap will already be selected and you can then decide on the other options.

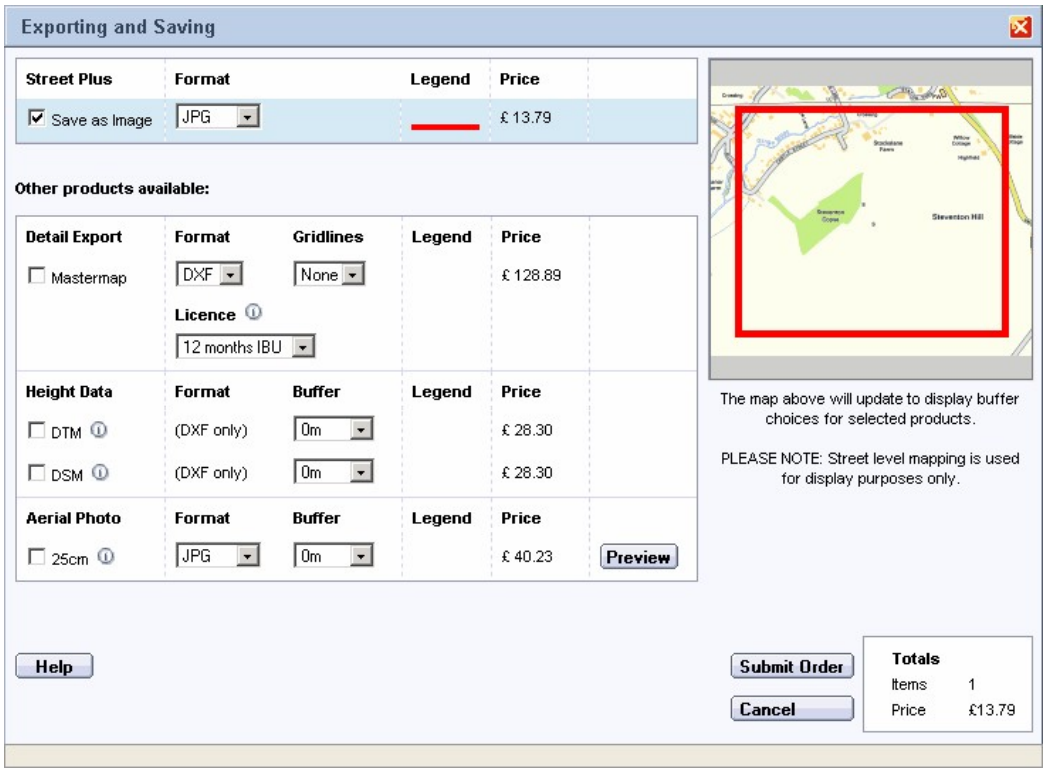
> **Note**
> If you are in hybrid mode, the Mastermap export will not include the aerial photograph, but it can be purchased separately by ticking the Aerial Photo checkbox.

From the Detail layer you are able to export MasterMap, DTM and DSM data as well as a GetMapping 25cm Aerial photograph. In the top right-hand corner of the dialog is a schematic that represents the plan of the options that you have chosen. This will dynamically update as you select products and any associated buffers and will represent the real-world measurements of the elements of you order. Each ordering option has a legend which will reflect the colour of the shape on the plan that shows this product.

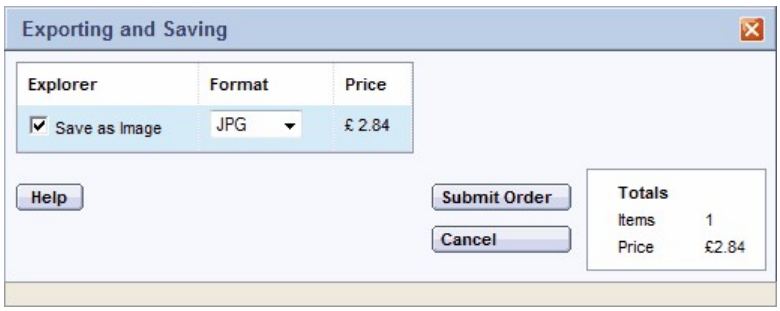
> **Note**
> When ordering a Getmapping 25cm Aerial photograph the maximum size that can be ordered real-time is 1km^2. If you adjust the buffers to create an area above this size, you will be shown an information box on how to order this through our Customer Services team. The maximum area available for off-line ordering is 25 km^2.

Exporting on the seamless aerial layer will open different dialog. For help ordering aerial photographs, please see: Aerial Photography 123.

On the Street and Street Plus layers the dialog will also include the option to export an image of the mapping:



On all other layers the only Exporting and Saving option available is Save as Image:



The table below explains the exporting options that are available on each of the layers in Promap. For the options on the aerial layer, please see: Aerial Photography 123.

Options	Layer						
	Detail & Hybrid	Street	Street Plus	Explorer	Town	Road	GB

MasterMap data This will be exported as either a shape, a circle or frame, depending your choice.	**Y**	**Y**	**Y**				
DSM/DTM height data This is exported as the the rectangle of the frame with any buffer you have chosen	**Y**	**Y**	**Y**				
GetMapping™ 25cm resolution aerial photograph This is exported as the the rectangle of the frame with any buffer you have chosen	**Y**	**Y**	**Y**				
Street Image This is exported as the the rectangle of the frame		**Y**					
Street Plus Image This is exported as the the rectangle of the frame			**Y**				
Explorer Image This is exported as the the rectangle of the frame				**Y**			
Town Image This is exported as the the rectangle of the frame					**Y**		
Road Image This is exported as the the rectangle of the frame						**Y**	
GB Image This is exported as the the rectangle of the frame							**Y**

8. After selecting your products you will be asked to accept the Terms and Conditions which govern the usage of these products. Please make sure that you have read and agreed to them, before clicking the **Submit order** button.

9. A **Save As** dialog will appear for each of the options you have selected. Choose the folder on your machine where you wish to save the file to, and alter the file name if necessary. Click **Save**.

10. The **Enter Expenditure Details** box will appear to warn you that you are about to do a chargeable action for each of the options . Enter a **Project** and **Reference** for your map export and this will be entered in to your accounting files. For more information on expenditure details see Enter Expenditure Details 194. Click **OK**.

11. Once you have agreed to the charge, the file will be saved to your machine in the folder that you chose in the **Save As** dialog.

12. Promap will now prompt you to save you map file to our server. See Saving Files 88.

    Once your licence period has ended, if you wish to export the map again you will be charged.

    We strongly recommend that you save your map at this point. This will ensure that you are will not be charged to repeat the MasterMap, Getmapping aerial photograph and image transactions within the licence period. This is useful in case the original export file is damaged in any way or lost.

See also

Exporting maps 112

Aerial photography

This chapter will instruct you on how to buy your aerial photographs, customise it, save it in various formats and print it.

See the rest of the chapter for details.

Why would you use aerial photography?

Aerial photography is ideal to bring context to maps, providing a clear and uninterrupted view of what is on the ground at the time of the aerial capture. We are able to supply you with aerial photography for a specified site using a simple order process. The aerial photography we supply, once purchased, can be customised, printed and saved in the same manner as any other mapping layer.

Features

- Historical aerial photography from the RAF, USAAF and Luftwaffe, 1939-54
- 50cm (Historical), 25cm and 12.5cm per pixel resolutions
- Order multiple photographs for a single site
- Free drawing and customisation tools to identify the site or property
- Save the images straight to your desktop as a JPEG, BMP, PNG or GeoTIFF file
- Print or copy and paste the image straight into Word or GIS applications
- Preview your area prior to purchase (where available)

Who supplies our aerial photography?

Promap has brought together the UK's three leading aerial photography suppliers, GeoPerspectives, Getmapping and Cities Revealed, to provide Promap users with the most comprehensive range of aerial photographs available. Through Cities Revealed we are now able to supply historic aerial photography using archives from the RAF, USAAF and Luftwaffe.

The modern high quality colour digital aerial photographs are a valuable addition to printed and exported maps and provide detail down to street level, with objects such as cars and trees clearly identifiable. The historical orthorectified black and white images provide a unique snapshot in to the past of the major UK cities.

Within Promap you can compare availability, resolution, price and the date of

when the photographs were taken by the three aerial suppliers. This allows you to choose the photography that best suits your requirements.

Please note you can now export your aerial photograph for use in compatible CAD and GIS packages packages by selecting the geoTiff format when making your purchase.

Historical photography

They are available for major UK cities and were taken between 1939 and 1954.

Samples of aerial photography

The samples below give you an idea of the different resolutions from the different suppliers.

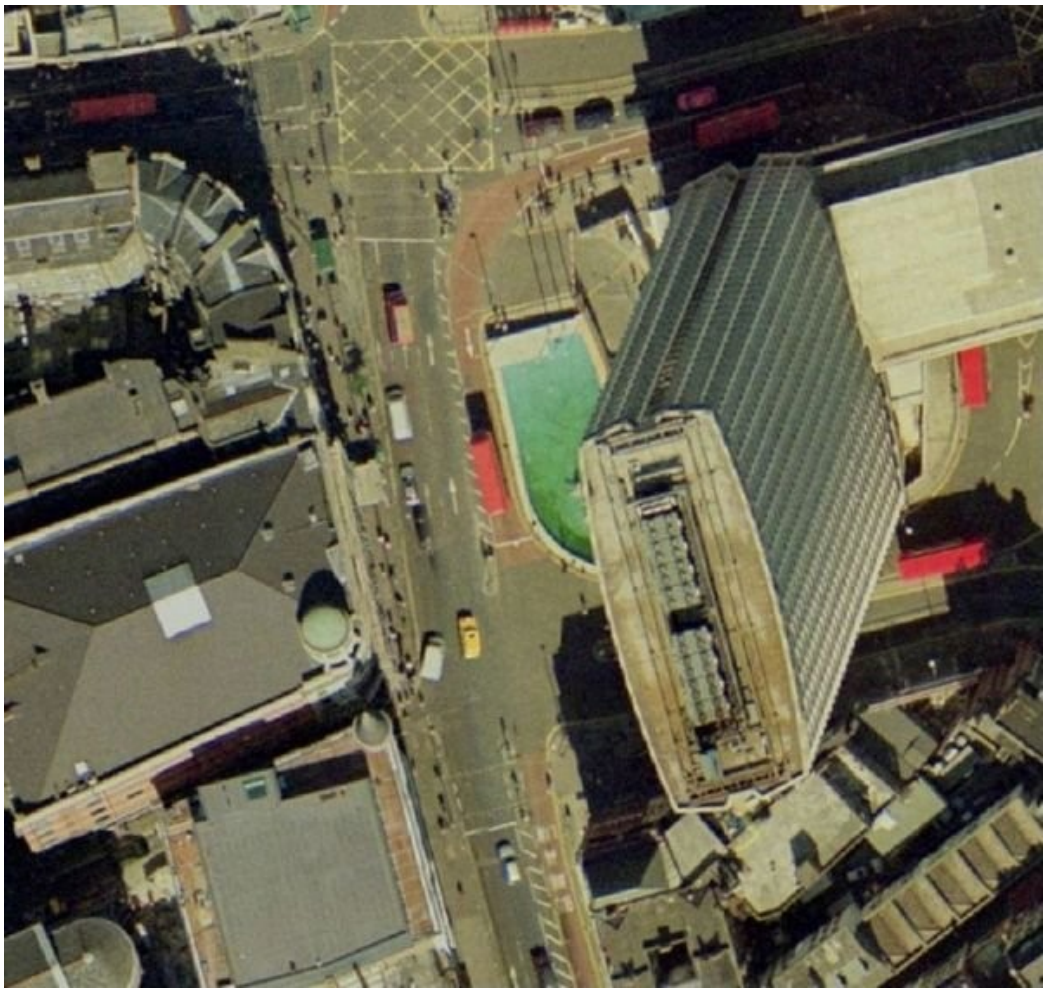
The resolution of an aerial photograph describes the area of ground that each pixel of the images represents. For example, each pixel in a 12.5cm resolution aerial photograph will represent an area on the ground measuring 12.5cm X 12.5 cm. This means that a 12.5cm resolution photograph will give you more pixels per metre than a 25cm resolution photograph and will deliver an image with more clarity and detail.

If you look at the samples from Getmapping, you can see the different quality.

Getmapping

12.5cm resolution - available for sites up to 25km²

A detail of the same photo as above at 12.5cm resolution, but zoomed in 3 times



25cm resolution - available for sites up to 25km²

A detail of the same photo as above at 25cm resolution, but zoomed in 3 times

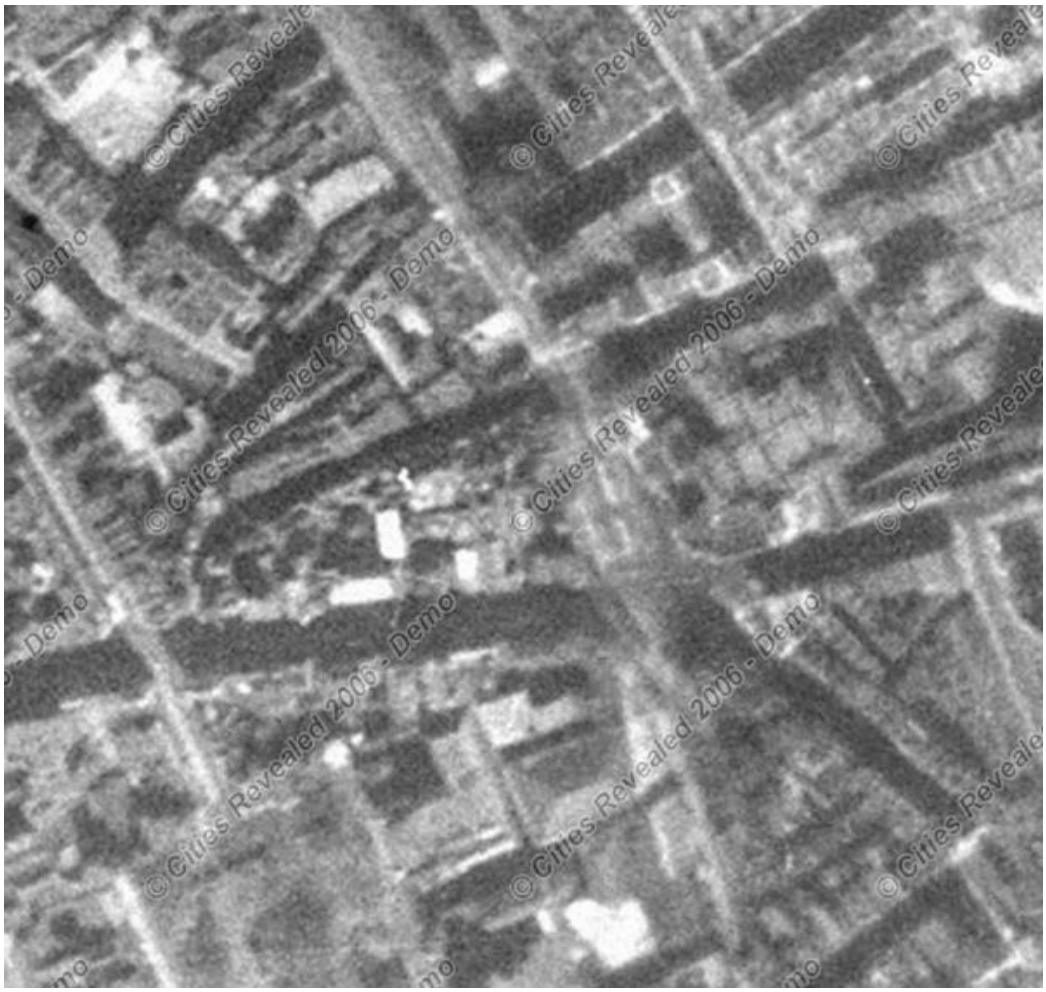
GeoPerspectives

12.5cm resolution - available for sites up to 1km²

Cities Revealed

12.5cm resolution - available for sites up to 1km²

50cm resolution (Historical), available for sites up to 1km²



Ordering aerial photography

- The maximum area is available for real-time delivery is 1km².
- Getmapping aerial photography can be ordered up to 25km² via our Customer Services team.

To order an aerial photograph see To buy an aerial photograph 131.

To buy an aerial photograph

Locate and display the map that you want an aerial photograph of on the Aerial layer. See To locate a new site 34 for details.

1. Click the **Exporting** button to open the aerial photo tools.

2. Click the **Set Export Frame** button.

3. A frame will appear on your screen. To resize it, click it to select it and then click and drag the sizing handles. As you resize the frame the cost of the data export will be adjusted and displayed at the top of the frame.
4. To move it, click and drag its centre.
5. Click the **Fix Export frame** button.

6. Click the **Get Export Data** button.

7. The **Export** dialog box will appear.

Column	Means
Price	The price of each individual aerial photograph
Resolution	**12.5cm** One pixel of the photograph represents 12.5cm on the ground.This is the most detailed photograph. It covers less area and the file size will be large. **25cm** One pixel of the photograph represents 25cm on the ground.Slightly less detail but covers a larger area. **50cm** One pixel of the photograph represents 50cm on the ground. Low quality. Mainly used for historical photography. If you want a historical photograph of the site you need to drag the frame to suit this resolution.
Provider	The name of the supplier
Product	The name the supplier uses for this layer of aerial photography
Coverage	How much of the site you want is covered by photograph offered

Dates Flown	The date range of when the site was photographed
Area	The amount of land covered by the aerial photograph
Preview	A link to a preview of the aerial photograph offered. This is just a guide to help you decide whether it is the right quality. It does not show you the actual amount of land the photograph will cover.

8. Select the aerial photographs you would like to order using the tick boxes.
9. You can choose to order a single aerial photograph or several photographs from different suppliers and time periods.
10. Before you buy your aerial photographs you must accept the Terms and Conditions. The check box is already ticked for you. If you would like to read the Terms and Conditions, click the words **Terms and Conditions**.
11. Click the **Buy Aerial Photos** button.
12. Enter a **Project** and **Reference** for your photographs in the **Enter Expenditure Details** dialog box. This will be entered in to your accounting files. For more information on expenditure details go to Enter Expenditure Details 194.
13. Click **OK** to accept the charge.
14. You will be presented with a **Save** dialog for each of the aerials that you purchase. This will allow you save it anywhere on your computer. Aerial photographs cannot be saved to the Promap file system.
15. Each aerial purchase will allow you to download the same image, for free, within a twelve month period, as long as you save the map with the frame still fixed.

To customise your photograph

Drawing and Measuring tools can be used to draw items on your photograph. For example, you might want to indicate the site by adding a circle around it. Any customisations that you make will not be on images exported through the Export dialog. However, they will show on images that are printed or saved as an image through the printing menu.

For further help using the tools go to Customising your map 49.

To print your aerial photograph

The steps for printing a photograph are the same as for printing a map. See the Printing 95 chapter and the Print Layout: logos, headers and footers 101 chapter. Please note, any customisations made on the seamless aerial layer will be shown on prints and images downloaded via the Printing tools.

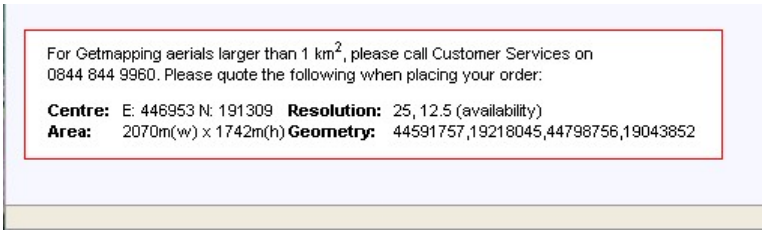
Ordering large aerials

The limit for real-time ordering of aerial photographs is an area of 1 km^2, but you can order larger GetMapping aerials via our Customer Services team.

1. Locate to your site on one of the following layers: Detail, Seamless Aerial, Street or Street Plus.
2. Click **Set Export Frame** button in the Exporting tab on the left and position the frame to the dimensions you require over the exact area that you wish to order.

> **Note**
> We strongly recommend that you save your map when you are happy with the position of this frame to assist you further along in the ordering process.

3. Click the **Get Export Data** button. This will bring up the **Exporting and Saving** dialog. The option to select the aerial photography will not be selectable, but there will be an information box at the bottom of the dialog. This will contain all the information that you need for the order.


For Getmapping aerials larger than 1 km2, please call Customer Services on
0844 844 9960. Please quote the following when placing your order:
Centre: E: 446953 N: 191309 Resolution: 25, 12.5 (availability)
Area: 2070m(w) x 1742m(h) Geometry: 44591757,19218045,44798756,19043852

4. Leave this dialog open and contact our Customer Services team on 0844 844 9960.
5. You will be asked to copy the contents of this information box into an email addressed to aerialorders@promap.co.uk, and you will be advised of the current turnaround time by the Customer Services team member. You will receive a confirmation email that will contain the terms and conditions of the usage of the image.
6. Once the order has been completed, you will receive an email with a url link to a zip file that contains your image. This link is only valid for fourteen days, so please make sure that you download the zip file within this time-frame.

Products

This chapter will explain the different products that are available to order via the Products tab.

Landmark Historical mapping

This chapter will explain how to select your site and order your historical mapping.

Download formats

Once you have purchased your historical maps, you can save them on your computer either individually as either PDF or GIF files or collectively as a ZIP file. The historical maps cannot be viewed or saved within the Promap software and therefore the drawing tools cannot be used on them.

Printing historical maps

Landmark Historical Mapping PDFs are created at A3 size. They should therefore be printed to A3 paper to be viewed as intended. It is also possible to print the PDF files to A4 paper, using Acrobat Reader, which is generally set up to resize large documents by default.

Landmark Historical maps are not plotted to their original scale when printed from the A3 PDF or GIF files supplied. However, they will have the details of the originally plotted scale and grid references on them for reference.

Licensing

County series data is licensed for perpetual usage. The National Grid data has an annual licence and data is licensed for one year's usage.

Customising historical maps

The historical maps cannot be viewed or saved within the Promap software and therefore the drawing tools cannot be used on them.

See the rest of the chapter for details.

Who supplies Landmark historical mapping?

Ordnance Survey has one of the largest collections of historical mapping in Great Britain and until recently this was only held as a paper archive. As a result of a joint venture between Ordnance Survey and Landmark Information Group Ltd, an extensive collection of mapping from 1841 to 1996 has been created in digital form. This has been taken from Ordnance Survey's historical archive of Town Plans, County Series and post-war National Grid Mapping.

Ordnance Survey large-scale mapping began with the first maps, covering individual counties, in September 1841. Each county was then revised between three and five times prior to 1945. These sheets became known as the County Series. Mapping was produced to the Cassini projection with each county surveyed separately, and often to different origins and projections, which meant that they did not match the neighbouring county. In 1944-45 the National Grid was adopted and the entire country's mapping was transferred to the National Grid projection that we use today.

Scale and Sources:

The historical mapping was originally plotted at the following scales:

- County Series – 1:1,250 Scale
- County Series – 1:2,500 Scale
- County Series – 1:10,560 Scale
- National Grid – 1:2,500 Scale
- National Grid – 1:10,000 Scale
- National Grid – 1:10,560 Scale

> **Note**
>
> The legend information for the various Historical Mapping scales and series provided in Promap is available online at www.promap.co.uk/promap/historical_legends.jsp.

Why would you use historical mapping?

Landmark's Historical map data is offered as black and white raster data. Raster data provides a map image where the map information is composed of a grid of pixels that can be displayed on a computer screen. The data provides a good quality map background and is geographically accurate. This allows a direct comparison to be made between the present and the past. Historical Map data can also be printed on a suitable printer.

Features

- An extensive collection of nearly one million map tiles spanning from 1841 to 1992
- Each historical map will cover a 1km^2 area
- Each map is scanned at a resolution of 300 or 200 dots per inch (dpi)
- These dpi's optimise file size with quality resulting in clear images and manageable file sizes
- All the historical maps are produced as A3 PDF files or GIF files
- All the maps have been de-skewed as much as possible to align the maps north and south
- Each map is uniquely identified and four pairs of National Grid co-ordinates that define the corners of the map sheet are provided.

Issues to bear in mind when purchasing historical maps

Quality

We recommend that you check the previews supplied for quality and suitability before purchasing your historical maps. The majority of historical mapping is in excellent condition resulting in clean line work and backgrounds. However, a number of factors affect the quality of the scanned image. For example ingrained dust on the maps, in a small proportion of cases, resulted in dark areas.

The paper of some maps has become slightly distorted, affecting the overall geometry of the map; this is especially the case with the full sheet 1:10 560 scale County Series maps. As a result, these maps are not perfect rectangles and once de-skewed there may be some loss of data and a less than perfect join when the maps are lined up. However, this category of maps is a small proportion of the total.

Plotted Scales

Landmark Historical maps are not plotted to their original scale when printed from the PDF or GIF files supplied. However, they will have the details of the originally plotted scale and grid references on them for reference.

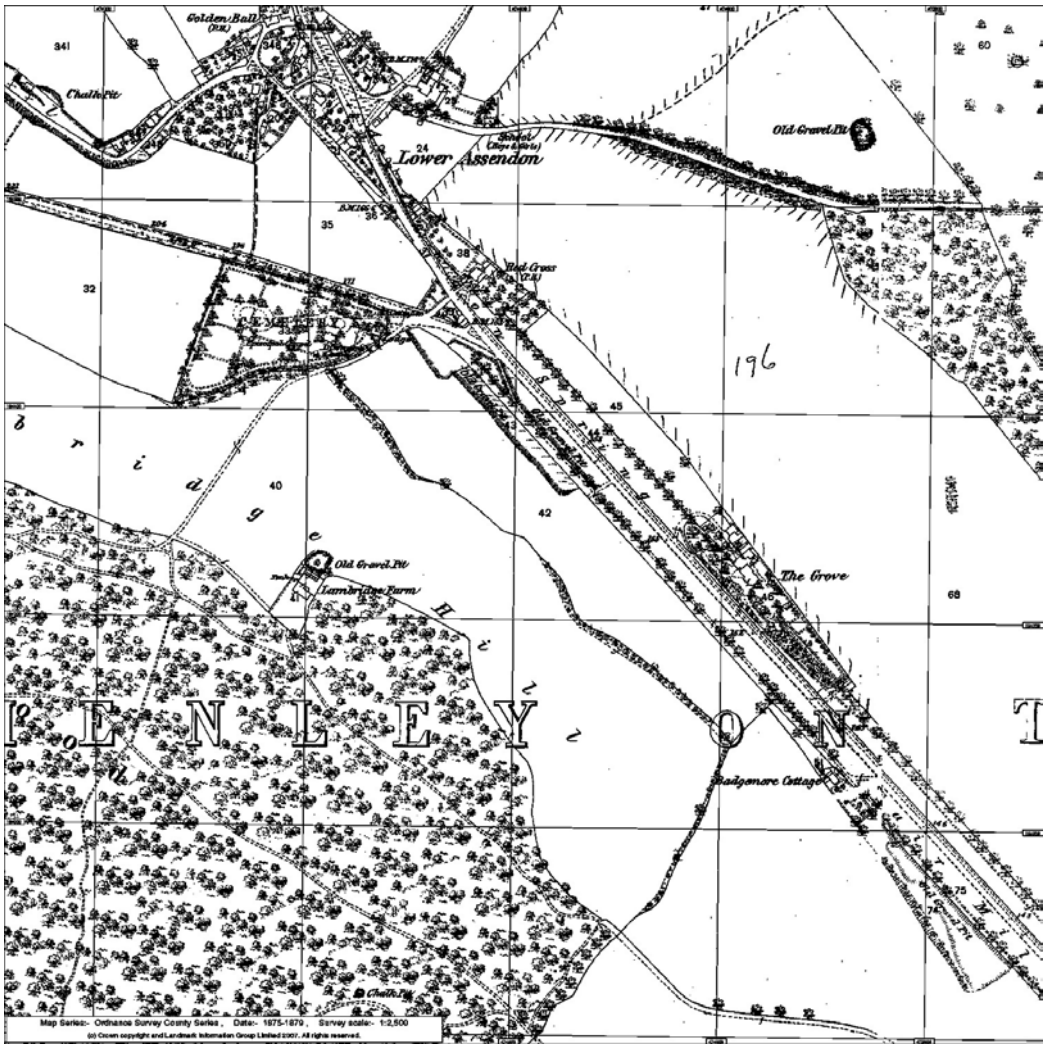
Epochs

Historical map data is available for different time periods referred to as epochs. These epochs roughly equate to the first County Series survey, and subsequent revisions, and the first National Grid resurvey and subsequent sheet revisions. Not all areas will have mapping available for each epoch as the number of revisions for each county varies.

Samples of historical mapping

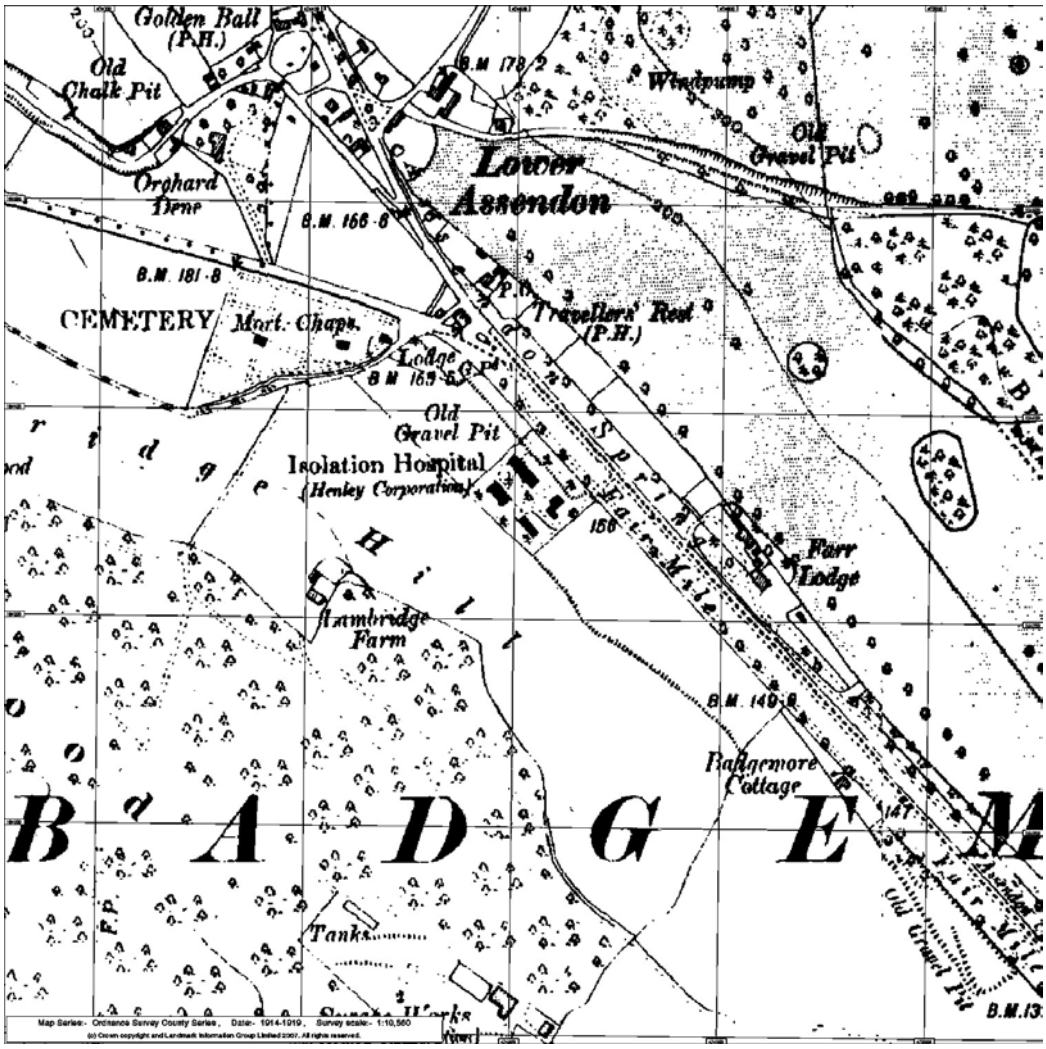
Published dates: 1875 – 1879

Originally plotted at 1:2,500



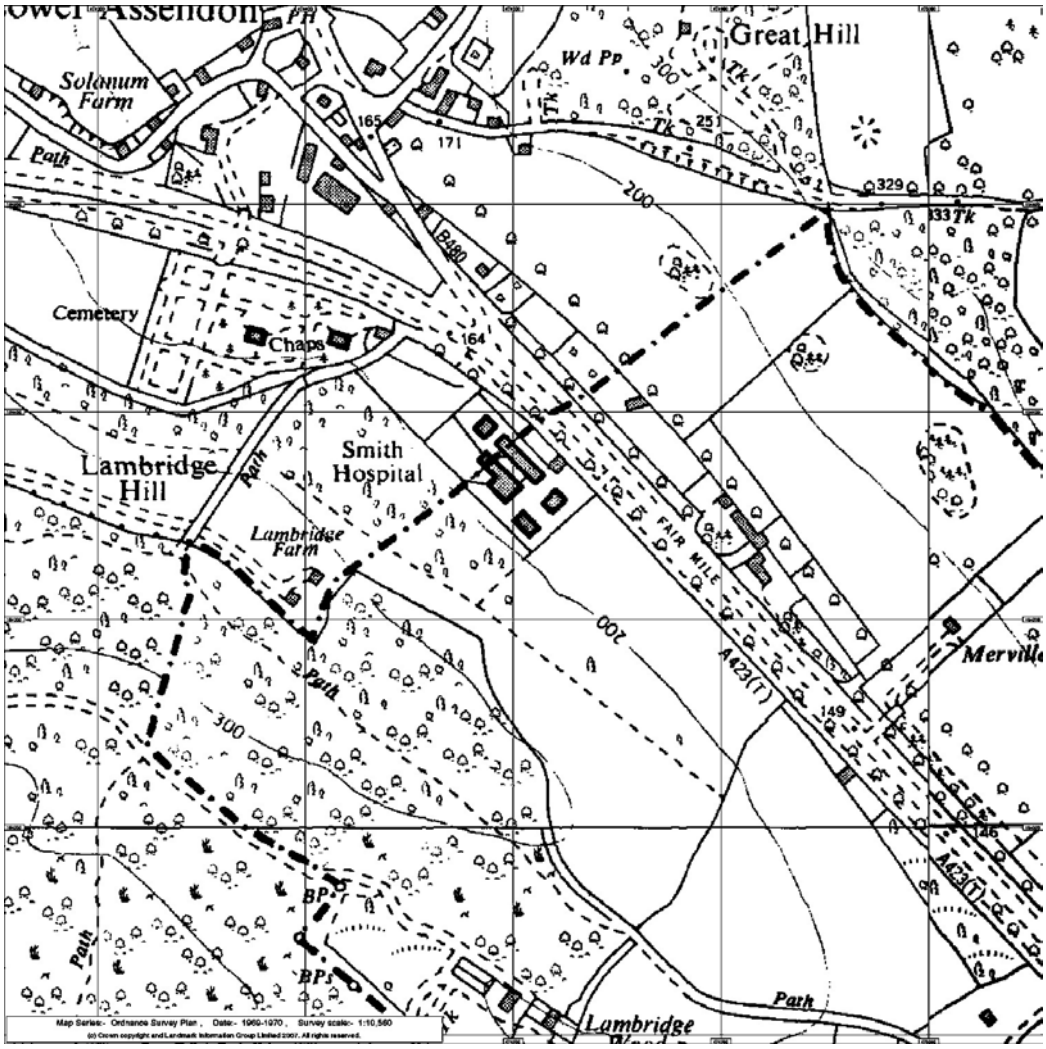
Published dates: 1914 – 1919

Originally plotted at 1:10,560



Published dates: 1969 – 1970

Originally plotted at 1:10,560



To order historical mapping

1. Locate your site. See To locate a new site 34 for information.
2. Click the **Products** menu and select **Historical Maps**.
3. The **Landmark Historical Mapping** page will open. This page will display every historical map available for the site you have specified. We also supply the following information about each historical map:

Information	Description
Date(s)	The epoch or time period that the map was created. Historical map data is available for different time periods referred to as epochs. These epochs roughly equate to the first County Series survey, and subsequent revisions, and the first National Grid resurvey and subsequent sheet revisions. Not all areas will have mapping available for each epoch as the number of revisions for each county varies.
Price	The price of the historical map
Survey Scale	The original Ordnance Survey scale of the historical map. Landmark Historical maps are not plotted to their original scale when printed from the A3 PDF or GIF files supplied.
Coverage	Tells you how much of the site is covered by the map offered. If the coverage is less than 100% then you should view the preview available to ensure that you are happy with the map available.
Preview	We recommend that you check the previews supplied for suitability before purchasing your historical maps. The majority of historical mapping is in excellent condition resulting in

Information	Description
	clean line work and backgrounds. However, a number of factors affect the quality of the scanned image. For example ingrained dust on the maps, in a small proportion of cases, resulted in dark areas. The paper of some maps has become slightly distorted, affecting the overall geometry of the map; this is especially the case with the 1:10 560 scale County Series maps. As a result, these maps are not perfect rectangles and once de-skewed there may be some loss of data and a less than perfect join when the maps are lined up. However, this category of maps is a small proportion of the total.

4. To order the historical maps you want, click the tick boxes provided next to each historical map entry to select them. Once selected, the chosen maps will turn a darker shade of blue.

   You can see the total number and the total cost of the maps selected on the right of the page in the **Totals** box.

5. Next to **Create my map as:** choose whether to download the map as a pdf or a gif.

6. Before you buy your historical maps you must accept the **Terms and Conditions**. The check box is already ticked for you. If you would like to read the Terms and Conditions, click the words **Terms and Conditions**.

7. Once you are ready to purchase your maps click **Buy Historical Maps**.

8. The **Expenditure Details** pop-up box will appear to warn you that you are about to do a chargeable action. Enter a **Project** and **Reference** for your historical maps and these will be entered into your accounting files. Click **OK**.

   Promap displays the **Map Generation** page whilst it downloads your file. If you have made multiple purchases, Promap compiles all your historical maps in to a single zip file for ease when saving. An **Order Summary** is also displayed on this page for you. Once the generation is complete you will see 100% appear next to a blue line.

9. You are now ready to save your historical maps. Please go to To save your historical maps 143.

   We strongly recommend that you save your historical maps to your computer before exiting Historical Maps. Once you have exited the historical map section your maps are discarded and you will not be able to retrieve them at a later date. Historical maps are not saved within Promap in any format.

See also

Landmark Historical mapping 135

To save your historical maps

When you have ordered your historical map, you should download and save it on your computer.

1. With the Map Generation page on screen, click the link **Click here to download your file** that appears next to the blue line.

   A **File Download** dialog box will appear on your screen.

2. Click **Save**.

3. A **Save As** dialog box will appear with the **File name** field already automatically filled in. Change the name if you wish.

4. Select the folder where you would like to save the maps.

5. Click **Save** when you are ready to save your maps.

   Promap will now download your maps, this will only take a second or two. When the download of your maps has finished a **Download Complete** message box will appear.

6. Click **Open** if you would like to view your maps.

   -or-

   Click **Close**.

   You can now access and print your historical maps from the location you specified on your computer as you would any other file.

7. Click **Exit Historical Maps** on the Map Generation page.

8. A link that will enable you to download the zip file containing the historical maps you have purchased will also be sent to the email address registered against your account.

> **Note**
>
> If you have purchased several maps, they will have been downloaded in a zip file. Zip files can be accessed using software such as WINZIP. This can be purchased and downloaded from www.winzip.com.

Promap IQ

Promap IQ is a unique way to search, view and download key property and planning information for a specific site. It lets you select the data that you need for any location in the UK, without having to search Local Authority websites. High quality, accurate data from ABI, English Heritage and Point X includes:

Planning Applications

- A unique way to search and review Planning Applications dating back to 1997
- Details include number, type, date, decision, size address and applicant name
- Direct link to Local Authority Local Plan and inline application search page

Listed Buildings

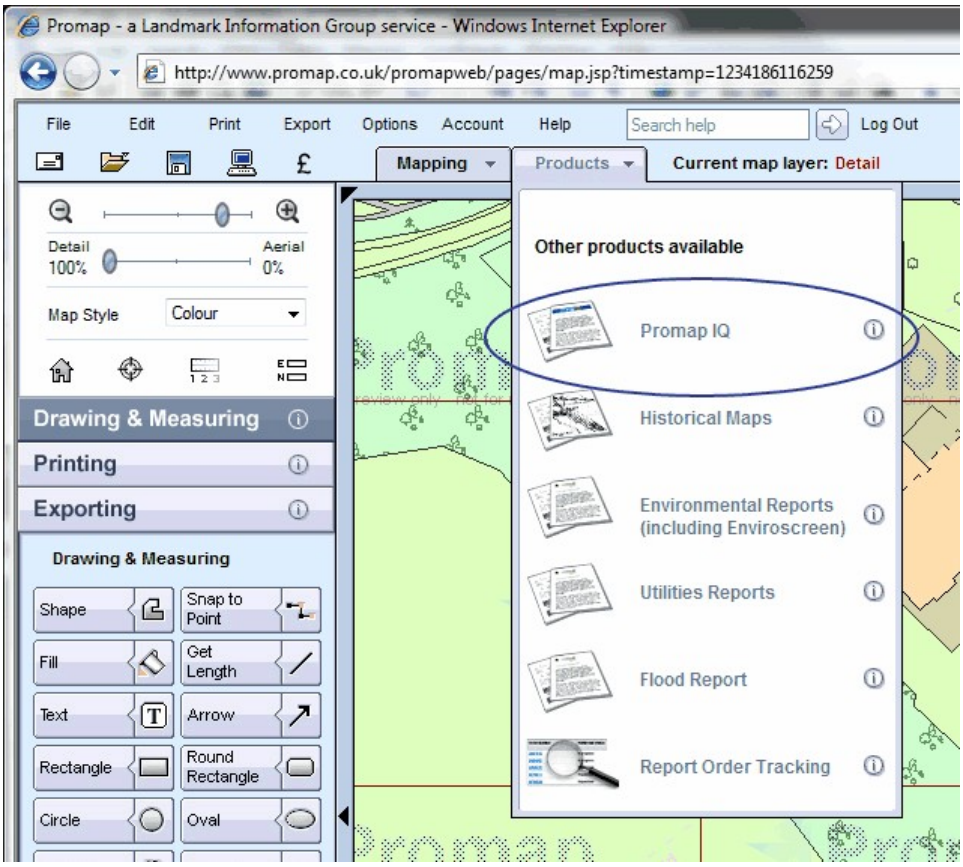
- All 376,000 Listed Buildings for England including type (Grade I, II and II*), complete with name and address

Points of Interest

- Nearly 4 million features including; Infrastructure and Local Amenities, Transport, Commercial Occupiers, Education, Health, Recreation, Retail and Farming

To launch Promap IQ

Click on **Promap IQ** in the **Products** menu shown below. This will open Promap IQ . If you need help using Promap IQ a comprehensive help guide is available within the application. A PDF version of this guide is available to download from http://www.promap.co.uk/promap/downloads.jsp



Reports

The following reports are now available to order directly through Promap:

- Enviroscreen
- Sitecheck Data
- Sitecheck Assess
- Sitecheck Review
- Flood
- Utilities

Enviroscreen is an online environmental risk screening tool for commercial property, delivering a cost effective and straightforward approach for tackling contamination and environmental issues.

Sample: Enviroscreen Certificate

Sitecheck from Landmark Information Group provides the most comprehensive

and flexible range of environmental data services to property professionals. Landmark offers you three Sitecheck services to suit your requirements:

Sitecheck Data: A summary data report providing any identified issues in a simple format.

Sample: Sitecheck Data

Sitecheck Assess: A detailed environmental report, including an assessment covering Part IIA with a professional opinion from Wilbourn Associates Chartered Environmental Surveyors.

Sample: Sitecheck Assess

Sitecheck Review: A comprehensive environmental assessment and due-diligence covering Part IIA, by RPS, Europe's leading environmental consultants.

Sample: Sitecheck Review

A summary of the differences between the three Sitecheck reports is available here.

The need for a **Flood Report** when looking into purchasing or evaluating a site has never been more compelling. Although a standard environmental report does provide some flood information, only the property specific Professional Flood Report available through Promap features clear assessment and detailed flood risk information from leading data providers as well as providing a valuable insurability rating and information on past insurance claims.

Sample: Flood Report

Utlities report outlines features below the surface such as gas and oil pipelines, electricity cables, telecommunication wires, mains water supplies, sewers and fibre-optic cables. It provides valuable information which property professionals should obtain before any designs or developments commence as it will help reduce the risk of:

- Expensive litigation if damage is caused
- Delayed project design
- Increased foundation costs
- Added danger for the workforce involved.

Samples:

Utilities Report Status Report

Utilities Report BT Map

Utilities Report Cable and Wireless Map

Utilities Report Network Rail

Utilities Report Map

Utilities Report Colour Photo

Utilities Report Not Affected Site

Utilities Report Virgin Media

Utilities Report Transco

Utilities Report Scottish Power

Utilities Report Scottish Water

Selecting your site

To order a report, you need to specify a shape that defines your site on one of the following layers:

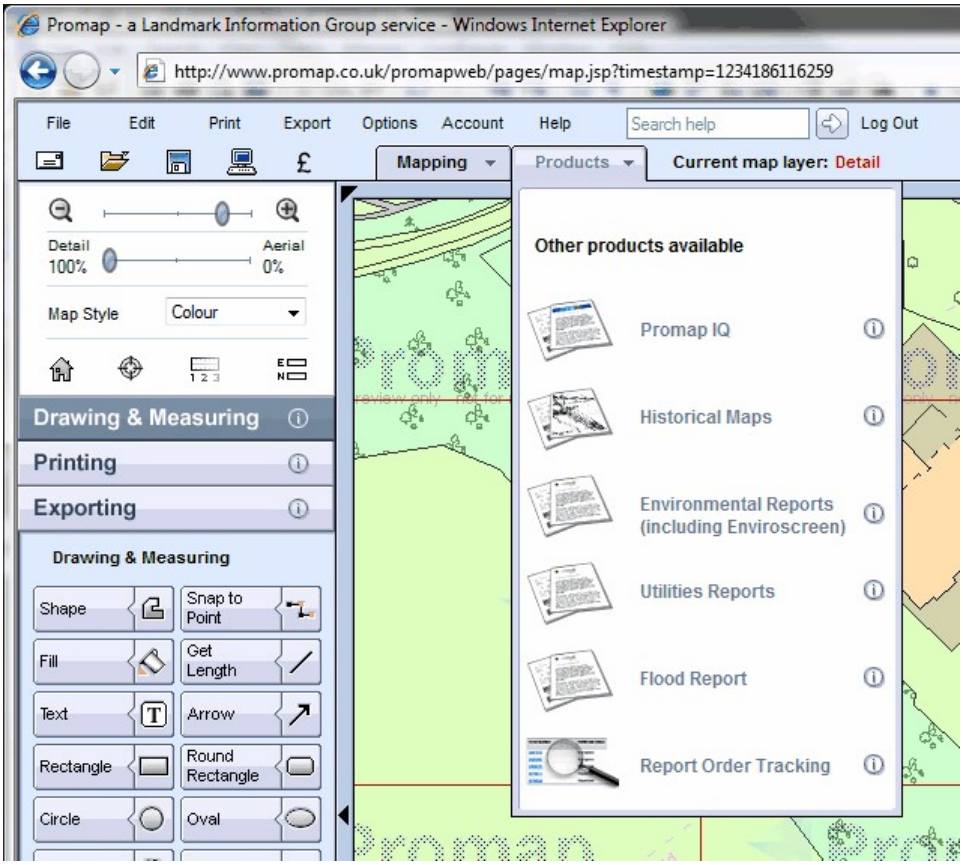
- Detail
- Street
- Street Plus
- Aerial

On all layers you can use the Shape tool (see To draw a building freehand 61) to define a polygon of your site. On the Detail you can additionally use the Fill tool (see To fill a shape 51). The shape that you define must not cross-over itself or be part of a group (see To group objects 78) .

Once you have defined your shape, select it by left-clicking it once. You are now ready to order you report.

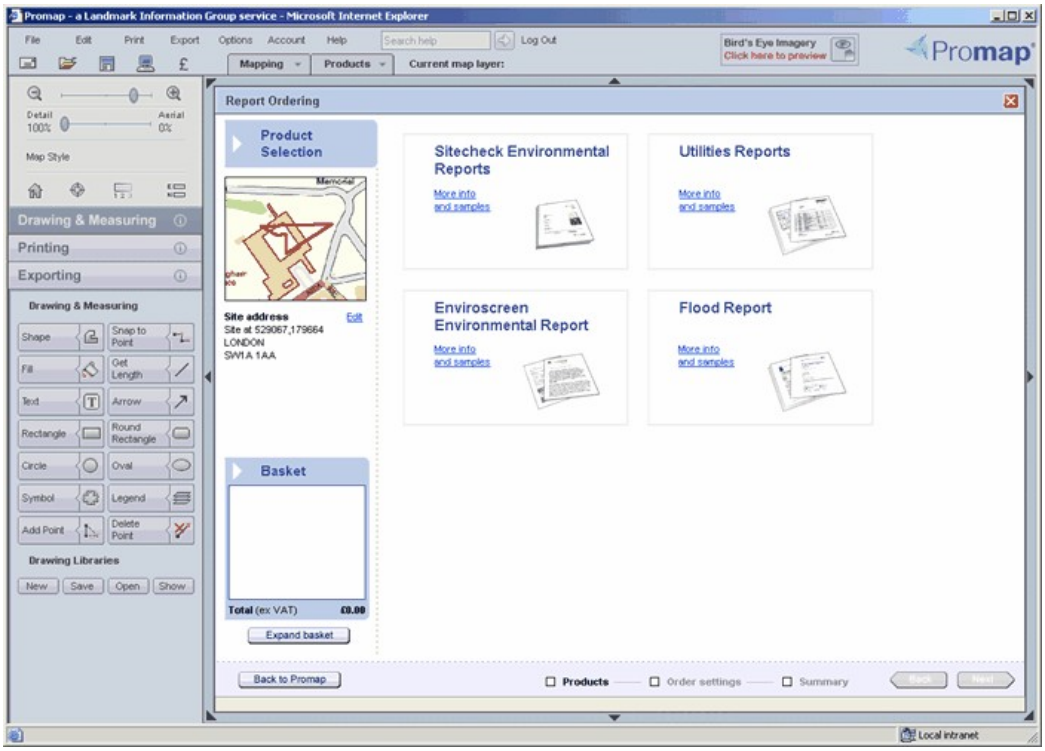
Ordering your environmental report

1. With you site area shape selected, click on the **Product** drop-down menu and select the report you wish to order (Environmental Reports, Utilities Reports or Flood Report).



2. Further information about each report can be found by clicking the ⓘ shown in the menu above.

3. On clicking a report link Promap will open the **Product Selection** page shown below. More information and samples can also be found by using the link next to each product.



Product availability

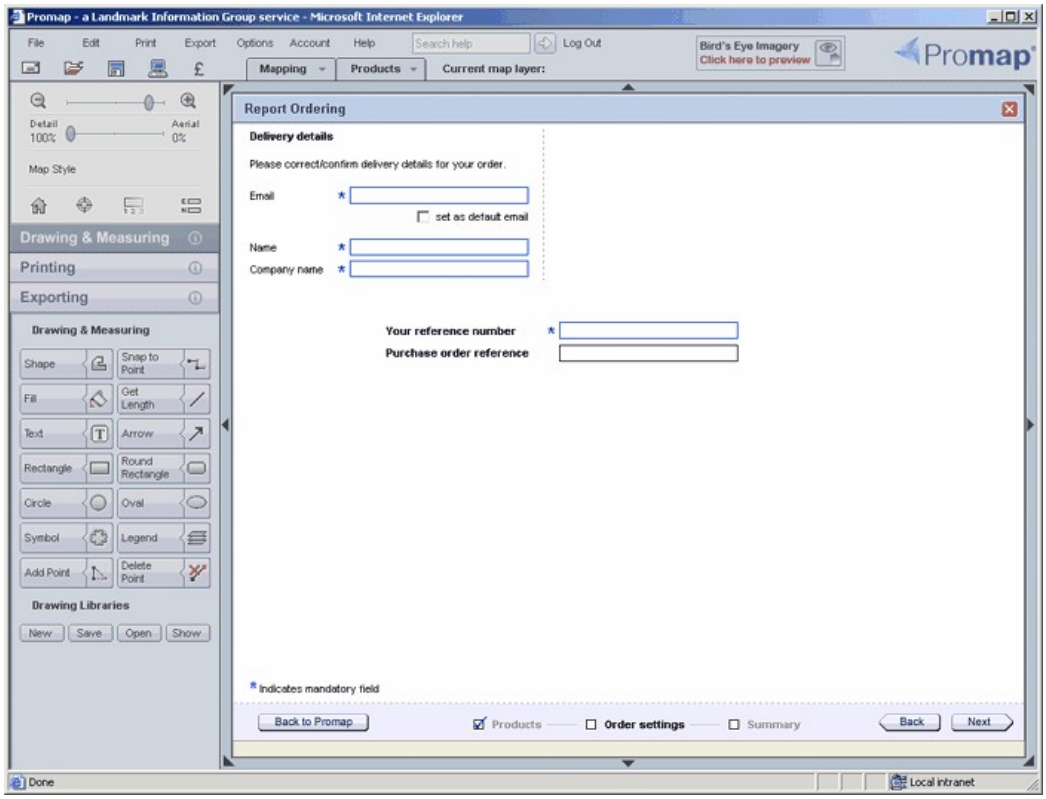
If you can't see the report you want on the Product Selection menu it is not available in your portfolio. To have the report added to the portfolio please contact our Customer Services team on 0844 844 9952.

4. Click the name of the report or reports you would like to purchase e.g. Enviroscreen, Sitecheck or the type of reports you would like to order.
5. Use the radio buttons and tick boxes to select the options that you would like.
6. Once you have chosen your options click either the **Add to basket** button or the **Next** button.
7. You will be returned to the **Product Selection** page.
8. Repeat steps 4 to 7 until all the products you want are in your basket.
9. At any point, you may review your current selection(s) by clicking the **Expand Basket** button in the bottom left-hand corner of the page.
10. Once you are happy with your selections, click the **Next** button.
11. The **Delivery details** page will now appear.

Delivery details

1. The **Delivery details** page should now be on your screen. If it isn't please refer to Ordering your environmental report 148.

2. In the boxes provided the last entered delivery details will be visible. These can be edited by entering the address of where you would like the report to be delivered. At this point you can also set your email to be the default email address that appears.



3. The mandatory fields that are required to complete your order are outlined in blue and marked with an asterisk. You will need to complete all of these to continue. Please be extra careful when entering your email address as this is used for report delivery.

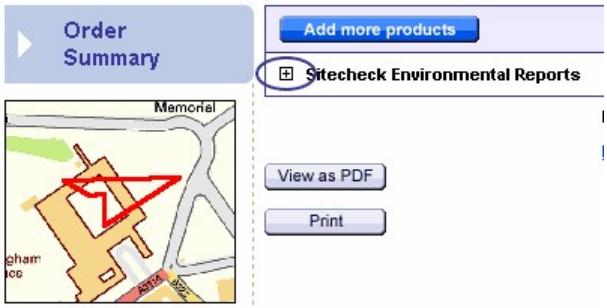
   Note: It is mandatory that you enter **Your reference number**, and you may also need to enter a **Purchase order reference** as this field is mandatory for some companies. For an Enviroscreen report you will also be given an text box to enter in the name of the client on whose behalf you are purchasing the report, this is not a mandatory field.

4. Once you have finished click the next button in the bottom right-hand corner

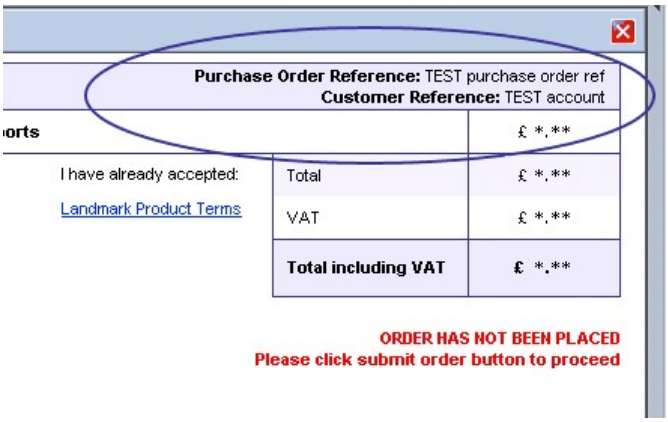
of the screen. You should now see the **Order summary** page.

Order summary

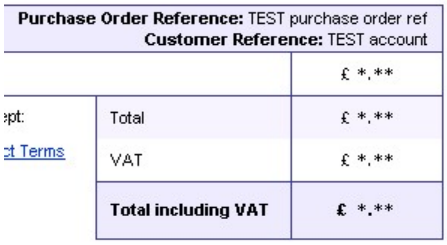
The Order summary page displays all the products that you have selected. You can check the options you chose for each item by clicking the ⊞ sign that is to the left of each item. This will expand a list of all the options you selected.



The references you entered for this order appear at the top of the page for you to check:

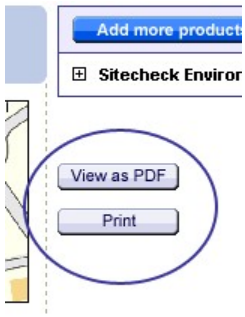


We display the site address and delivery details along with the price without VAT, the VAT and total price including VAT. To view the delivery details click on the Delivery details link, and the address that you have entered will open in a new window.



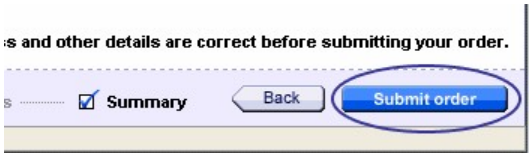
At this stage you can still edit the site address. This will only change the text, and does not affect the site that you have chosen, which will remain unchanged. To edit the address, click on the edit link next to the site address.

You can print this summary in its expanded form for reference or view it as a PDF by clicking on the buttons provided:



If you are happy with the order summary read and accept the terms and conditions before submitting your order. To read the terms, click on the relevant Product Terms link. Once you are happy, tick the box:

then click the submit order button in the bottom right-hand corner of the screen:



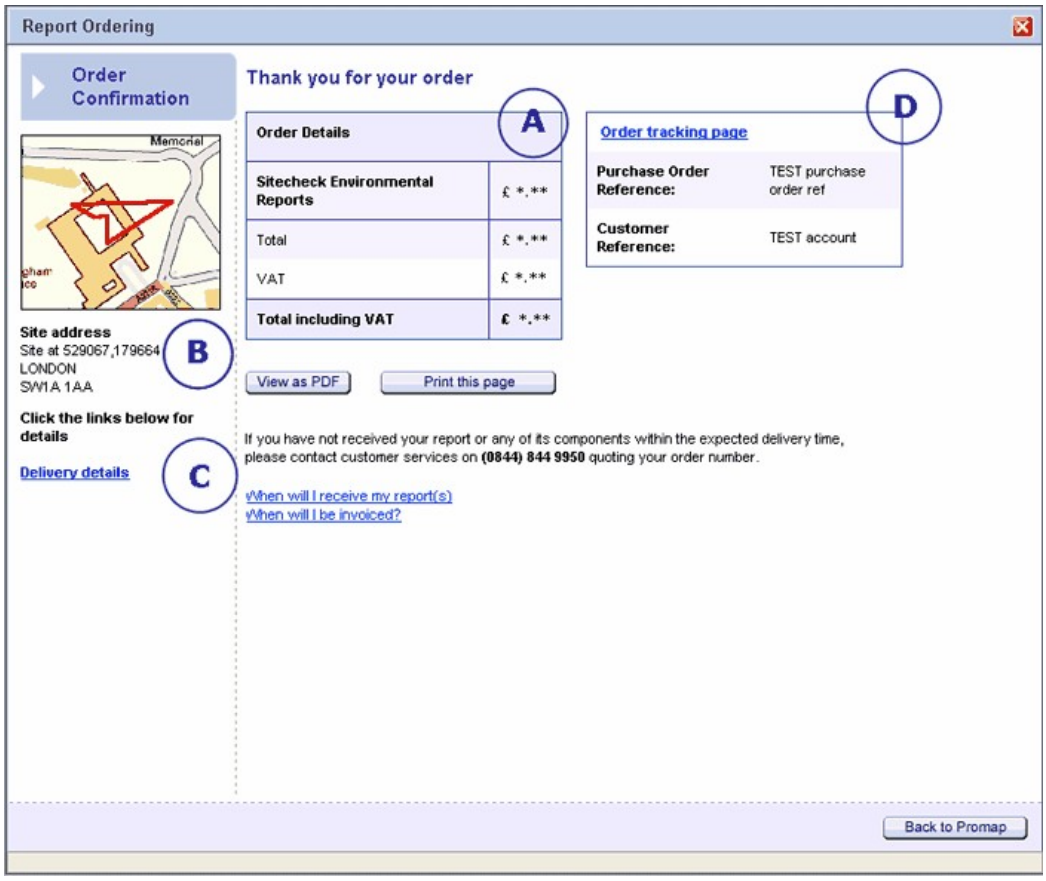
A warning will appear to check that you are happy with the cost, if you are, click the ok button.

The Order confirmation page will now appear. For further information about this page please read Order confirmation 153.

Order confirmation

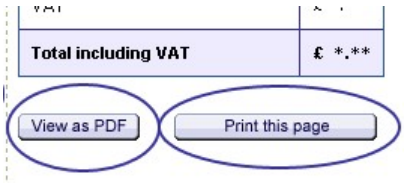
The order confirmation page confirms the order that you have placed. The following information is displayed on this page:

- Order details including the cost (A)
- The site address (B)
- A link to view the Delivery address (C)
- Order tracking page link, Purchase Order Reference and Customer Reference entered during the order process (D)



The **Order tracking page** link takes you to the **Report Order Tracking** page which will automatically display all the orders placed on the current day. Other search options are available on this page, see Report Order Tracking 155 for further help.

A copy of the order confirmation page can be displayed as a PDF file or printed for your reference by using the buttons provided:



The PDF will open up in a new browser window. To save the file click the **Save a copy** button in the top right-hand corner of the screen.

Clicking the **Back to Promap** button at the bottom of the screen will return you to Promap.

Report Order Tracking.

Order tracking provides you with the ability to track all the orders placed by you and, if you've been granted access your branch, whether they are still being processed or have been dispatched to you. You can define your search yourself or use the predefined searches that we have provided.

Tracking an order

To track an order log in as usual and click on **Report Order Tracking** in the **Product** menu if you have a map open. Alternatively, you can access **Report Order Tracking** via the **Account** menu. The order tracking search page will appear. On this page you can enter the information you have for the order or orders you are looking for.

Setting your search criteria

The search criteria listed below can be used in combination e.g. an order number along with an address, or by singularly e.g. by entering just an order number. An explanation of each search criteria is given below.

- Order Number: Enter the order number given when you ordered the report you want to track.
- Customer Reference: Enter the customer reference that you entered for the order you want to track.
- Site Address: Enter the address, postcode or even just the town name for site. This enables you to search for two sites in the same town for example.
- Date Range: Use the calendar links provided or type in the date range you would like searched. Alternatively use the shortcuts provided.
- Grid Reference: Ideal for using if you want to see if you have already ordered a report for the site. Enter the grid reference for the site and a search radius of 100m, 250m, 500m or 1000m.
- Whose orders: You can define your search to cover just your orders or, if you have been granted access, all the orders placed by your office or search for orders placed by one particular person.
- Order status: You can search all the orders disregarding their status, search for fulfilled orders that have been finished and posted or unfulfilled orders that are still being processed.

Once you have set your search criteria click the Search button to run the search. The results will appear in a grid below the search criteria.

Using the predefined searches

We have provided the most popular searches in predefined formats to save you time.

These predefined searches are listed for you below:

- My orders (today)
- My orders (last 7 days)
- My orders (last 31 days)
- All unfulfilled (last 31 days)

If you have been granted access to your branch orders you will also see the options below:

- Branch orders (today)
- Branch orders (last 7 days)
- Branch orders (last 31 days)

To run any of these predefined searches click the relevant button. The results will then appear below the search criteria.

Order tracking results

The search results will list all the orders that fit the specifications set in your search. The following information is given in the results table.

- Order number: The order number assigned to the order shown.
- Fulfillment status: Whether the order is still in progress or fulfilled and dispatched.
- User: The user who ordered the report
- Site Address: The address of the site covered by the report
- Town: The town covered by the report
- Submitted: The date the reported was ordered and submitted to being processed.
- Customer Reference: The customer reference entered by the person who ordered the report.

One order number may cover several different reports at different stages of the order process. To make it easier for you to discover the status of each report

you can hover over the fulfillment status column and the different status will be shown e.g. Line 1 - despatched, Line 2 - in progress etc.

Clicking the order number provided will take you to the second more detailed results page. This page supplies all the information about the particular order you clicked in full. The following information is provided:

- Order number and date ordered
- Who ordered the report, the customer reference and purchase order reference
- The price excluding VAT, the VAT and the price including VAT
- The site address and delivery details for the report
- The reports ordered and their status.

Setting preferences

This chapter will show you how to customise the overall settings of Promap to suit your needs. There are two kinds of settings: general and display.

General settings allow you to organise your accounting information, set default options for opening and saving maps and set defaults for colour schemes and print layouts. If you are a system administrator you can also turn off parts of your administrator's functionality leaving you to work on Promap like a Standard User.

Display settings allow you to display grid lines on your maps and to change between metric and imperial units for measurement. You can set up a grid using lines or crosses, define subdivisions and set the distance between grid lines. You can also change whether or not Promap automatically puts a site marker on a map.

All the settings you select here, except **Project codes** and **References**, are saved and remembered so that they are used by Promap the next time you log in.

See also

To change general settings 158

To change display settings 160

To change general settings

1. Click the **Settings** button on the standard toolbar.

   The **General Settings** dialog box will appear.

2. Click the **General Settings** tab.

3. Select options for the following settings:

   - Project Code and Reference

     Expenditure details allow you to assign project codes and references to the usage costs you incur in Promap. By entering them in to the **Project** and **Reference** text boxes here you can set them to appear repeatedly until you need to change them.

     This is particularly useful if you are going to spend some time using Promap for one project or site in particular. The settings will not be remembered once you log out of Promap, however.

IMPORTANT: Never put your Username and Password in to the project or reference boxes.

- Admin user on

  Each organisation that uses Promap has a Promap administrator. The **Admin User On** option is available to administrator users only. This allows the administrator to change their view of Promap.

  When an administrator logs in and saves a map, views the expenditure reports or opens a saved file they will see folders and files for all the users in their organisation. If they are regular users and belong to a large organisation they may want to turn this off so they don't see other users folders and files while using Promap.

  When the box is unticked, the Admin User will view Promap in the same way as a Standard User.

- Force Expenditure Details popup

  This is a setting that can only be changed by your organisation's Promap administrator. See To force users to enter expenditure details 181.

- Open Locate by box on start-up

  The **Address Search** dialog box appears automatically when you first log in to Promap. It allows you to search for a new site. If you are repeatedly using Promap to view saved maps, you may wish to turn this option off. To turn of this setting click the tick box so that the tick disappears.

- Check for saved maps when locating an address

  When this tick box is ticked, Promap will always check whether you have any saved maps that cover the site you are searching for in the **Address Search** dialog box.

- Prompt to save map after valuable actions

  Promap will remind you to save your map file after you've had to pay for something. Printing, exporting a map or purchasing an aerial photograph are considered a valuable action. If you no longer wish to be reminded to save your map after a valuable action, untick the box.

- Default Colour Scheme and Default Print layout

  If you use one particular Colour Scheme frequently, you can select it here and set it as the default. Click the down arrow to open the list of Colour Schemes and select the one you would like to use. See Colours Schemes 73 to learn more about them.

  The same applies to Print Layouts. If you'd like to set a default, select it here. See Print layout: logos, headers and footers 101 to learn more

about them.

The Promap administrator can force Promap to use a particular colour scheme or print layout. This is particularly useful if you have to include disclaimers on the bottom of every map you produce. See To change usage restrictions 180. If this is the case, you will not be able to change the settings here.

- Default Map Display Syle

  You can select either colour or black & White as your default map display style. Click the down arrow to display the options and select the one you would like to use. See Types of map layers available 24 to learn more about the styles.

4. Click **OK**.

To change display settings

1. Click the **Settings** button on the standard toolbar.

   The **General Settings** dialog box will appear.

2. Click the **Display** tab.

3. Select options for the following settings:

   - Display Grid lines

     When you are viewing a Detail layer map, you can choose to display a custom grid over your map. You can also set the type and size of grid you require.

     Display grid lines: Tick to turn on custom grid lines. If you subsequently turn it off, the other settings are not affected.

     Grid line interval (metres): Enter the distance you would like between each grid line i.e. 100m. It can have any value between 50 and 5000 metres inclusive, in increments of 1 metre.

     Grid line style: Select **line** or **cross**. The style will either be continuous lines or crosses at intersections. Subdivisions only appear on a grid set to line style.

     Grid line subdivisions count: If you would like to have subdivisions displayed on your map, enter the amount in the box provided and tick the **Turn on grid line subdivisions** box. The grid line subdivision count must be between 1 and 10 inclusive. Setting it to 1 is equivalent to turning subdivisions off.

   - Use Imperial Measures

     Promap is set to display metric measurements unless you choose to change the setting here.

If you prefer to use imperial measures tick the box next to **Use imperial measures**.

- Measurement options apply to all Street, Street Plus and Detail maps as well as Aerial photography.
- Area measurements below one hectare or one acre appear as square metres or square feet respectively (unless you set the **Always use hectares/acres** option below).
- Length measurements below one kilometre or one mile appear as metres or feet respectively.
- You can force Promap to always provide either acres or hectares for area measurements if you prefer.
- You can also toggle between Imperial and Metric on the **Shape Information** popup.

Always use hectares/acres

If you prefer to have hectares and acres used for area measurement instead of square metres and feet respectively, tick the box by **Always hectares/acres**. Promap will now provide area measurements for sites as hectares or acres only depending on whether you have selected metric or imperial measurements.

Site marker style

When you first view your map on screen you will see a site marker marking your site. Promap does this automatically. You can select the style of the site marker from the **Site marker style** drop-down list or select **None** if you don't want Promap to display it at all.

Whichever option you choose will be reflected on any open maps straightaway.

4. Click **OK**.

Charges and invoicing

This chapter has a brief description of all the chargeable actions that may occur in Promap. It also tells you how we invoice you.

See also

Charges 162

Invoicing 163

Charges

Changes to maps and charges for printing

Adding or changing-user drawn features (customisation) to a map after the first print of a map will not cause an increase to the price of reprints.

However, please note:

If the print area rectangle is unfixed and moved, or the scale changed, the next print will be treated as an initial print.

Basic Charges

For details of the cost of each chargeable action and for further explanation please refer to our current online price list: www.promap.co.uk/promap/pricing.jsp.

Text box	Description
New Map Access	(Detail Layer only) Incurred when newly locating or switching to a Detail map
Roaming	(Detail Layer only) Incurred when you move outside the 'free roaming' area on the map.
Initial Print	Incurred when printing a map for the first time. The cost of printing a map is based on the amount of land and the scale of the data that the map is derived from.

Text box	Description
Subsequent Prints	(Detail and Street Plus Layers only) Incurred when a previously printed map is re-printed. No subsequent charges are incurred within the 12 month licence period if your organisation has an Ordnance Survey Paper Map Copy Licence and its number has been entered in Promap. Please note that it is breach of Crown Copyright to photocopy or produce publication copies of Promap printed maps without possessing a valid Ordnance Survey Paper Map Copy Licence.
Exporting	(From Detail, MasterMap data, Street Plus and Street Layers only) Incurred when data is exported in DXF or GML format.
Landmark Historical	Incurred when buying Landmark Historical mapping.
Aerial Photography	Incurred when you buy your aerial photography.
IQ View	Incurred when you view detailed information within Promap IQ.
IQ Report	Incurred when you order a report (PDF or CSV) from Promap IQ.

Invoicing

Promap works on a pay-as-you go basis. It logs all of the chargeable actions made by each user on Promap along with their Usernames. We access these records at the end of each month to compile invoices for each organisation using Promap. Any Enviroscreen or Promap IQ reoprts are invoiced on the Promap invoice.

Invoicing by organisation

Each organisation nominates an invoice contact when they register with us. At the end of each month we send the organisation’s invoices to this contact. Each organisation has thirty days to pay their invoices from the issue date that appears on the invoice.

Invoicing by user

We can arrange for each individual user of Promap to receive their invoices. A

statement of all usage is sent to the main contact for your organisation so that they can track the usage of Promap. To arrange for this to happen, please contact your company's administrator for Promap or email customerservice@promap.co.uk.

Invoicing for Sitecheck, Utilities and Flood reports

Any orders for these reports will not be included on your monthly Promap invoice. A separate invoice will be issued for each report ordered.

Administrating Promap

Each organisation set up on Promap has an 'administrator user'. This person is usually the main contact we have for the organisation and is the first person to be issued with a Username and Password. They are also known as the 'Admin User'.

The administration facility was established to make it easier for customers to set up and control their own accounts on Promap. It enables them to share objects which are stored on our servers across their organisation i.e. an office based in London will have no problem accessing work saved by a team in Glasgow.

There is strict organisation confidentiality. There can be no access to other customer accounts or files and the Admin User can restrict access to certain files to ensure client confidentiality within their own organisation i.e. stopping some users being able to see certain files saved on the server.

> **Note**
>
> The Administrator Username and Password should remain confidential.

See the rest of the chapter for details.

About user administration

The Admin User creates Standard User accounts. It is important that each Standard User on the system has their own username and password. This ensures the Admin User has full control of their usage. Standard Users have restricted access to saved files and accounting information. The Admin User can also restrict how much they can spend, when they can access the system and whether or not they order reports.

About users and their accounts

Care must be taken when setting up a new Standard user account. A valid username and password allows the user to spend your company's money, so it's important that:

- Each person has their own Username and Password
- Usernames and Passwords are kept confidential
- Usernames and Passwords aren't easily guessed i.e. Nigel1, Liverpool

It's important that each Standard User has their own account so they are

creating an accurate breakdown of their expenditure. If you have more than one user using the same account you will not be able to tell who among those users has spent money and how much.

It is especially important that the Admin User's Username and Password is kept secure. The administrator account is capable of creating new accounts and changing passwords on existing accounts. It is sensible to change your Admin User password regularly, or if you suspect that someone else has used the Username and Password.

Having more than one administrator

It is not recommended that you have more than one Admin User for your organisation. If you do decide to do this, make sure you set up a different administrator account for each person doing the job. Do not share the original Admin User Username and Password, as this account can't be locked out of Promap.

Stopping an administrator account

It is not currently possible for an Admin User to stop the original Admin User account. This is to prevent Admin Users from locking themselves out by mistake. The original Admin User account cannot be prevented from being used, it will always be allowed to Log In. However, you can change the password if you feel it has been compromised.

If you are sure that you want to stop the Admin User account, contact tech@promap.co.uk

If you want to stop an additional administrator account that was set up by your Admin User, you can use the **Modify User** facility in the **Admin Pages** to put them on stop. See To modify a user account 171.

See also

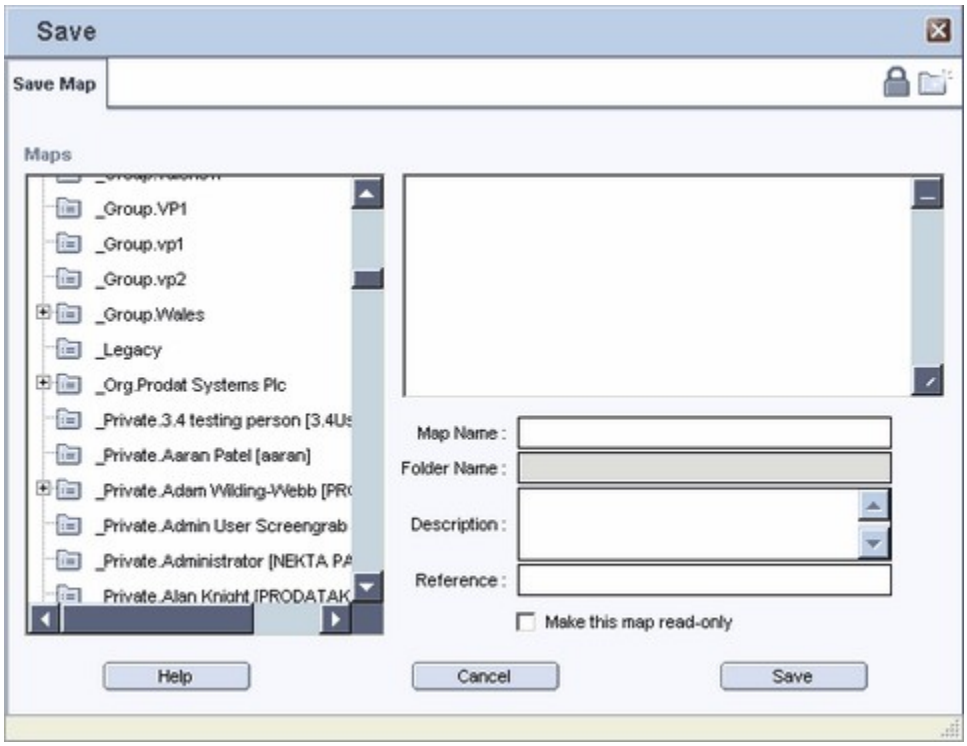
Administrating Promap 165

The Admin User's tasks 168

The admin user's folder view

The Admin User can see all the folders, saved files, colour schemes and print layouts belonging to their organisation. This means that the Admin User can read, copy or modify maps and other files belonging to Standard Users in the same organisation.

This is what an Admin User sees when they open a map, save a map etc and see the folder view for the first time.



The Admin User can see the following folder types:

Folder	Description
_Org:	This contains maps, aerial photographs, schemes and layouts shared by all the users in the organisation.
_Group:	These contain maps, aerial photographs, schemes and layouts shared by the members of the group. The group name is always the same as the folder name.
_Private:	These contain maps, aerial photographs, schemes and layouts that are private and accessible only by the user named on the folder and the Admin User.

The Admin User may want to use Promap and find seeing other group and user folders irritating. For this reason you can turn off your administration access while you are using Promap. By turning the administrator access off, normal permissions will apply and the Admin User will only see the Org, Group (if they belong to one) and Private folders for themselves. The Admin User will no longer see other users' private and group folders. Go to To change general settings 159 to find out how to do this.

The Admin User's tasks

The Admin User can carry out the following administration tasks:

- Create, edit and delete users 168
- Create, edit and retire groups of users 173
- Create and edit addresses of their organisation's branches 176
- Set usage restrictions for users 178
- Set up defaults and force users to use them 181
- Enter an Ordnance Survey Paper Map Copying Licence number 183

See also

About user administration 165

The admin user's folder view 166

Creating, modifying and deleting user accounts

The Promap administrator can:

- Create standard user accounts 168
- Create additional administrator accounts 170
- Modify those accounts 171 once they have been created i.e. for changing passwords, details etc.
- Delete user accounts 172

To create a new user account

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the Menu bar.
2. Click **User Administration** and then **Create User** on the **User Administration** dialog box.

   The **Create User** dialog box will appear.
3. There are several places for you to enter information about the new user. The red boxes are compulsory and must be filled for the account to be set

up.

Text box	Description
Login ID	This will become the user's Username. It should be a minimum of six characters and a maximum of eight. It is case sensitive. You may like to use a short form of your company name followed by a few numbers for added security.
Password	This needs to be a minimum of 6 characters and a maximum of 16. This is also case sensitive. We suggest you do not use obvious words such as **Password** or the user's Christian name or surname. Instead, use the first letters of a meaningful phrase along with some numbers for added security.
Title and Surname	These are compulsory, so that we do not have anonymous users on Promap.
Telephone and Fax	These are optional details. However, we suggest you supply these details so that as the admin user you can contact them quickly in relation to Promap if you need to.
Invoice Contact	You can decide whether the user's invoices will be sent to the user or another person within the organisation. However, when you are creating a user for the first time the only option that will appear is 'Self'. Once you created the user you can modify who receives the invoices for this user through **Modify User**. For further information see To modify a user account 171.
Address	All users must be assigned to a branch. Addresses that were registered along with your organisation are supplied in the drop down list next to **Address**. Select the address you would like to assign the user to. If the address doesn't appear, create a new office.

Text box	Description
	See To create a new office 177.
Email	This is compulsory because it is needed for communication between users. In future releases the e-mail address will be used for confirmation of maps sent from one user to another. This email will not be used for other purposes without permission from the user.
Department	This is optional and designed for large organisations. Select a department from the drop down list if appropriate.
User Group	This allows you to give this user access to a User Group already on the system. Use the drop down menu to select the group you wish them to be added to. For further information on user groups, see Creating, modifying and retiring user groups 173.
Stop User	Locks the user out of Promap. If you are creating a Log In for a new member of staff, you may want to use this so that you can issue them with the Username and Password and take it off stop when they arrive for their first day. Click the box to put the user on stop and a tick will appear in the box.
Admin User	This is provided so that you can set up a second administrator for the organisation if need be. Click the box to turn this on and a tick will appear in the box.

4. Click **OK**.
5. A **Confirmation** message will appear, confirming the new user has been set up successfully and showing all the details you provided. Click **OK** and you will be returned to the **User Administration** Menu

See also

About user administration 165

To modify a user account

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the menu bar.
2. Click **User Administration** and then **Modify User** on the **User Administration** dialog box.

   The **Modify User** dialog box will appear.
3. Select the user whose details you want to change from the drop-down list. If the user account is on stop, you will need to tick the check box next to **List Stopped Users** so that stopped users are added to the drop-down list.
4. See the table in To create a new user account 168 for details of the text boxes you can change except for:

Text box	Description
Login ID	You cannot change this
Surname	You can change a user's surname e.g. when a user gets married, but this facility shouldn't be used to change the person who uses this user account. If a new person is going to use the system they should have their own Username and Password.
Invoice Contact	You can decide whether the user's invoices will be sent to the user or another person within the organisation. A list of all the current invoice contacts in the organisation is supplied in the drop down list provided. To arrange to send user invoices to another contact, click the contact and address you would like the invoices to be sent to in the list provided. If the contact you wish to receive the invoices doesn't appear in the list, please contact our Customer Services team on 0844 844 9960

Text box	Description
	to arrange for them to be added.
User Group	This cannot be changed here. You need to go to To add or remove users in a group 174.
Stop User	This locks the user out of Promap. Click the box to put the user on stop and a tick will appear in the box.

5. Click **OK**.
6. A **Confirmation** message will appear, confirming the user has been modified successfully and all the details you changed updated. Click **OK** and you will be returned to the **User Administration** Menu.

See also

To delete a user account 172

To delete a user account

Each user account should be assigned to one person within your organisation. If that person leaves you may want to delete their account completely instead of putting it on 'Stop'.

To delete a user account

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the menu bar.
2. Click **User Administration** and then **Delete User** on the **User Administration** dialog box.

   The **Delete User** dialog box will appear.
3. Select the user who you want to delete from the drop-down list. If the user account is on stop, you will need to tick the check box next to **List Stopped Users** so that stopped users are added to the drop-down list.

   Promap will show all the details of that account.

4. Click **Delete** and **OK** to confirm.

   A **User Deleted Successfully** message will appear confirming the user account has been deleted.

5. Click **Done** and you will be returned to the **User Administration** Menu.

> **Note**
>
> Once you have deleted a user account, any maps saved by that user account are moved in to a folder called **Legacy**. This folder is only visible to the Admin User of Promap. The Admin User can move the maps from this folder to another folder of their choosing using the quick fire buttons available in Promap. To learn how to use the quick fire buttons see To organise files and folders 91.

Creating, modifying and retiring user groups

What is a user group?

User Groups are designed for a number of users within any organisation with a common connection e.g. part of the same office or working on the same project.

Every user can belong to one and *only one* user group. Each user group is also a member of the organisation group, so adding a user to a group does not exclude them from having access to the organisation folder. A user does not have to belong to a group.

Why use groups?

When a group is set up for the first time, a folder for the group is created. This means that the users within any group can save all their maps, colour schemes and print layouts in one folder. Only users within the group will be able to gain access to this folder ensuring that if they are working on a confidential project the other users within the organisation cannot access the information, except for the Admin User.

See also

To create a user group 174

To add or remove users in a group 174

To retire a user group 175

To create a user group

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the Menu bar.
2. Click **User Group Administration** and then **Create Group** on the **User Group Administration** dialog box.
3. Type a name for the group in the **Group name** text box e.g. Leeds office or Development A. Remember that the name you give the group will become the folder name too and visible to the users in the group.
4. Click **Create**.

   The **Group Successfully Created** message will appear on your screen.
5. Click **Back** and you will be returned to the **User Group Administration** Menu.

See also

Creating, modifying and retiring user groups 173

To add or remove users in a group

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the Menu bar.
2. Click **User Group Administration** and then **Users** on the **User Group Administration** dialog box.

   The **Group Users** dialog box will appear.
3. Select a group from the **User Group Name** drop-down list.

   A second screen will appear with two panels. **Unassigned Users** will appear in the left hand panel. **Users already in Group** appears on the right hand side.
4. If the user that you want to add to the group is on stop, you will need to

click the box provided next to **List Stopped Users** to see their name.

5. Do one of the following:

   To add users

   In the **Unassigned Users** list click the name of the user you want to add.

   Click **add** ▸▸ to move them in to the **Users already in group** panel. Repeat this step until all the users you want added are in the **Users already in group** panel.

   To remove users

   Click the name of the user you want to remove in the **Users already in group** list.

   Click ◂◂ **remove** to move them in to the **Unassigned Users** panel. Repeat this step until all the users you want removed are in the **Unassigned Users** panel.

6. If the user owns shared maps in the group folder you will be asked whether you want to move those maps or assign them to a new owner who is still a group member.

7. Click **Apply.**

   The user(s) will be added or removed and you will be returned to the **Group Administration** Menu.

See also

To retire a user group 175

To create a user group 174

To retire a user group

If a group has been set up for a specific project you may want to retire, i.e. delete, the group at the end of the project.

Before you can retire a user group, the Admin User must first ensure that the map files belonging to that group are dealt with. They can decide to delete or move them to another group folder using the quick fire buttons. To learn how to use the quick fire buttons go to To organise files and folders 91.

They must then remove all the users from the group. See To add or remove users in a group 174.

To retire a user group

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the menu bar.
2. Click **User Group Administration** and then **Retire Group** on the **User Group Administration** dialog box.

   The **Retire Group** dialog box will appear.
3. Select a group from the **User Group Name** drop-down list.
4. Click **Apply**.
5. A security message may appear on your machine asking if you would like to view non-secure items, click **Yes**.
6. You will then see a confirmation message showing the group you have selected to retire. Click **Apply**.
7. The **Group Retired Successfully** message will appear on your screen.
8. Click **Back** and then **Back** again and you will be returned to the **User Group Administration** Menu.

See also

Creating, modifying and retiring user groups 173

Creating and modifying office details

All user accounts in Promap must be assigned to a branch. Addresses that were registered along with your organisation are also supplied in this section in case they require any changes.

See also

To create a new office 177

To edit an existing office 177

To create a new office

If you would like to set up new users on Promap who are based at a different branch or working from a new branch, you will need to set up the branch on Promap first.

To create a new office

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the menu bar.
2. Click **Office Administration** and then **Create Office** on the **Address Administration** dialog box.

   The **Create Office** dialog box will appear.
3. Type in the address of the new office you are creating supplying at least the first line of the address, town name and full postcode.
4. Click **OK**.

   A **Create New Office** confirmation message will appear.
5. Click **OK**

   The new office address will be added to Promap and you'll be returned to the **Office Administration** menu.

See also

To edit an existing office 177

To edit an existing office

When you are changing an existing office on Promap you can change all the details for the office. However, all the changes are sent to our customer services team electronically, who will change the details for you and notify you of their completion. This system is in place to ensure there are no problems with altering the offices, which could affect users assigned to the office.

If you wish to delete an office, contact Customer Services on 0844 844 9960.

To edit an existing office

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the Menu bar.
2. Click **Office Administration** and then **Edit Office** on the **Address Administration** dialog box.

   The **Edit Office** dialog box will appear.
3. From the drop-down list select the office you would like to edit.
4. Type in the new address of the office you are editing, supplying at least the first line of the address, town name and full postcode.
5. Click **OK**.

   A **Office Edit Request** confirmation message will appear.
6. Click **OK**

   The new office address will be added to Promap and you'll be returned to the **Office Administration** menu.

Setting usage restrictions

When an organisation is initially set up on Promap there are no usage restrictions in place against the organisation as a whole or any of its users. This chapter shows you how to restrict usage of Promap using the **Usage Restrictions** facility. The Admin User can set the following restrictions for user accounts:

- Which days the user/s or organisation can log In
- The times the user/s or organisation can log In
- How much the user/s or organisation can spend weekly
- Whether the user/s or organisation can order environmental reports
- Force the user/s or organisation to use certain colour schemes and print templates

The Admin User can set up usage restrictions that apply to an individual or the whole organisation. The restrictions you have set for your organisation will apply to all new user accounts you create and to any existing users in the organisation if you tick **Force for all users**

Additionally the Admin User can override restrictions set for an organisation so that trusted individuals are able to work on Promap outside of office hours or have a higher spending limit.

Notes

- Admin Users cannot set time restrictions on themselves, as this is effectively the same as them locking themselves out of the system. The Admin User can never prevent him, or herself, from logging in to Promap.
- Care must be taken when setting up usage restrictions. If restrictions are set for an Organisation incorrectly or by mistake, it is possible to STOP anybody logging in to Promap!

See also

To change usage restrictions 179

To change usage restrictions

Note

If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the menu bar.
2. Click **Usage Restrictions**.

   The **Usage Restrictions** dialog box will appear.

Option	Description
Organisation	If you want to set restrictions for the whole organisation, select this radio button.
User	If you want to set restrictions for an individual user, select this radio button. Then select the user from the drop-down list. If the user account is on stop, tick the **Show stopped users** box and stopped users will be added to the drop-down list. Any restrictions you set on this user will overwrite any organisation restrictions you

Option	Description
	may have set previously for them. If you change any organisation restrictions in the future, they won't apply to this user unless you click the **Force for all users** tick box.
Days allowed	Click the boxes to select the days you would like the organisation or user to have use of Promap.
Time	Type in the times you would like the organisation or user to have access to Promap. You may like to restrict it to 09.00 to 17.30, to ensure access is only allowed during working hours.
Expenditure	You can set a limit to how much you would like the organisation or user to be able to spend weekly. If the setting is left as £0.00, this means the user has unlimited spending, not that they have nothing to spend weekly.
Colour Schemes & Print Templates	You can force users to use a particular default colour scheme or print template when they print their maps. You must have selected the ones you would like to enforce first through the **Setting** options. See To set user defaults 181. Once you've selected them, just tick the boxes here on **Usage Restrictions** to enforce them. This only applies if users choose to apply a default colour scheme or template. They can still choose to use their own colour scheme and make additions to the default template.

3. Click **Apply**.

   The information will briefly disappear while the usage restrictions are being applied.

4. Set more usage restrictions or click **Back** when it reappears and you will be returned to the Main menu.

> **Note**
>
> Changed restrictions will be applied when a user next logs in to Promap. If the user is logged in while you make the changes it will not affect them and they won't be forcibly logged out.

Setting user defaults

The settings section allows to you enforce or turn off several settings:

- Forcing users to enter expenditure details
- Allowing users to alter the map legend on a Detail map
- Selecting the default colour scheme and print template

See also

To set user defaults 181

To create a read-only print template 183

To set user defaults

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the Menu bar.
2. Click **Settings**.

   The **Settings** dialog box will appear.
3. Select the options as detailed below:

Force expenditure details

Promap automatically creates expenditure reports listing each chargeable action a user performs. The Enter expenditure details popup box appears before a chargeable action forcing the user to allocate different projects or clients to expenditure. There are two fields provided for the user to enter a project code and a reference name of their choosing.

Most users find expenditure details useful as they point out that a chargeable action is about to take place. The project code and

reference are stored in the database along with the charges the user incurs whilst using Promap. They appear in the expenditure report allowing the Standard User and Admin User to quickly see how much money has been spent on any given project or client.

This is a useful feature for the Admin User who can access these to investigate expenditures they do not understand or are unsure of. It may be worth considering an organisation wide standard for entering of project codes and references to ensure they are easily understandable to the Admin User.

The Admin User can turn this feature on or off.

Enable map legend

A detail layer map consists of features that can be switched on or off and changed in appearance e.g. you can change the outline of all the buildings to red or remove them totally. These settings are controlled in the map legend. The Admin User can decide whether to allow users to make changes to the map legend.

Colours schemes and print templates

Select defaults for colour schemes and print templates from the drop-down lists.

If you don't want users to be able to make changes to the print template, make sure you choose one that is read only. See To create a read-only template 183 for details.

This does not affect the colour schemes and templates available to standard users. It simply allows you to select which ones could be defaults. If you want to force users to use them, you need to select the **Force users** tick boxes under the **Colour Schemes & Print Templates** heading on the **Usage Restrictions** dialog box. See To change usage restrictions 180.

4. Click **Apply**.

   The **Setting Change Request** confirmation message will appear.

5. Click **OK** again and you will be returned to the **Main** menu.

See also

Enter expenditure details 194

Colour Schemes 73

To create a read-only print template

Only the administrator can make print templates read-only. The read-only template can then be set as a default. This is useful when a company wants all its maps to be printed with the same header, footer and logo.

To create a read-only print template

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Follow the steps in To create a template 103.
2. When you are adding the logo or changing the font of the header/footer in the **Show Fonts & Logos** dialog box, tick the **Read-only** check boxes next to the items that you don't want standard users to be able to change.

See also

To set user defaults 181

To change user restrictions 179

Using the Ordnance Survey Paper Map Copying Licence

All printed maps remain Crown Copyright. This means that before photocopying or duplicating a map printed from Promap, you must purchase an Ordnance Survey Paper Map Copying Licence.

The benefits of an Ordnance Survey Paper Map Copying Licence are:

- Copies after the initial map charge are free
- Unlimited copying of Ordnance Survey Mapping

To purchase a Paper Map Copying licence Click Here.

Only your organisation's Promap administrator can enter the licence into Promap on behalf of the organisation. If you don't know who the administrator for your organisation is, contact Customer Services on 0844 844 9960 and we will tell you. If you are the administrator for your company refer to To enter existing licences into Promap 184

To enter existing licences into Promap

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Select **Account**>**Administration** on the menu bar.
2. Click **Ordnance Survey Paper Map Copying Licence**.

   The **OS Licence** dialog box will appear.
3. Your licence number will be a combination of letters and numbers. Type only the numbers, not the letters, in to the box provided.
4. Click **Apply**. You will see the **Licence Updated Successfully** confirmation message.
5. Click **Back** and you will be returned to the Main menu.

> **Note**
>
> You must not enter a licence number unless it covers all the offices that have access to Promap. All maps remain Crown Copyright with the licence covering the facilities mentioned Using the Ordnance Survey Paper Map Copying Licence 183.

Viewing users' expenditure

You can create expenditure reports to see:

- What a user has purchased
- When it was purchased
- How much it cost
- The project and reference the purchase was allocated to

The reports are based on the information entered by you in the **Enter expenditure details** popup which appears before a chargeable action.

> **Tip**
>
> The project and reference field labels, and the recharge tick box label in the **Enter expenditure details** popup are customizable. You are able to change the labelling of the fields and tick box, determine a set format for the data entered in the project field, and display a drop down list in the reference field. For more information and to request customisation please call customer services:
>
> 0844 844 9960

You can view this data in different ways. For example, by project or by type of transaction. You can ask for a detailed report or a summary. You can also print the reports and save them as a spreadsheet file, which can be opened by spreadsheet packages such as Excel and imported into many databases.

Standard users can only run reports on their own expenditure. Admin Users can view expenditure for everyone in the organisation.

This is a useful feature for the Admin User who can access these to investigate expenditure they do not understand or are unsure of.

> **Tip**
>
> It may be worth considering an organisation-wide standard for entering of project codes and references to ensure they are easily understandable by the Admin User.

See the rest of the chapter for details.

To view standard users' expenditure reports

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Click the **Account Expenditure** button on the Menu bar .

   The **Expenditure Reporting** dialog box will appear.

2. From the **Report Styles** drop-down list, select the type of report you would like to run i.e. Project Summary.

Report Style	Description
Project Summary	Shows the project codes and the costs for each project.
Transaction Summary	Show the type of actions that took place to incur charges, how many times they occurred and the cost.
Transaction Detail	Shows the date and time of each action, the project code and reference that were entered, the action type and the cost.
Project/Ref Summary	Shows the project codes and the reference for each project along with the cost.

> **Tip**
>
> If you have customised the project, reference or recharge labels on the **Enter expenditure details** pop up, the labels on the expenditure report will also be customised.

3. Choose a time period:

   You can choose to use either a standard time period or a specific time range.

If you would like to use a standard time, under **Standard Time Periods**, select whether you would like this report for **today**, **this week** or **this month**.

-or-

Under **Custom Date Range**, enter a start date and an end date.

4. Click the **Run Report** button under the respective option you used.

   Promap will retrieve the information for you.

   If you'd like to save or print the report see To save or print your expenditure report 190.

> **Tip**
>
> Standard Users can only view expenditure reports for their own usage. Admin users can see reports for everyone in the organisation. If you are the Admin User and would like to view just your usage in Promap, you can do so by deselecting **Admin user on** in **General settings**. See To change general settings 159.

See also

Viewing users' expenditure 185

To view expenditure reports as an admin user

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Click the **Account Expenditure** button £ on the Menu bar.

   The **Expenditure Reporting** dialog box will appear.

2. From the **Report Styles** drop-down list, select the type of report you would like to run i.e. Project Summary.

   If you select a **User** report e.g. **User Summary,** you'll need to enter the user's name into the **Filter Results** text box before going on to step 4.

Report Styles

Report Style	Description
User Summary	Shows the users in the organisation and their expenditure.
Project Summary	Shows the project codes and the costs for each project.
User/Project Summary	Shows the users, the project codes they've entered and the costs for each project
Project/Ref Summary	Shows the project codes and the reference for each project along with the cost.
User/Project/Ref Summary	Shows the users, the project codes and references they've entered and the costs for each project.
Office Summary	Shows the offices within the organisation separately so you can view their expenditure.
Company Summary	Shows the date/time, type of transaction, project/reference, user and cost for each action for every office within your organisation listed together. If your organisation has a large number of offices within it, this report may take longer to run than the other reports available.

Tip

If you have customised the project, reference or recharge labels on the **Enter expenditure details** pop up, the labels on the expenditure report will also be customised.

3. Choose a time period.

   You can choose to use either a standard time period or a specific time range.

If you would like to use a standard time, under **Standard Time Periods**, select whether you would like this report for **today**, **this week** or **this month**.

-or-

Under **Custom Date Range**, enter a start date and an end date.

4. Click the **Run Report** button under the respective option you used.

   Promap will retrieve the information for you. You will then be given the option of seeing a more detailed report. Go to To see a more detailed admin report 189 for more information.

   If you'd like to save or print the reports see To save or print your expenditure report 190.

> **Note**
>
> To be able to see the reports available to the Admin User, you must have logged in using the Admin User username and password.

See also

Viewing users' expenditure 185

To see a more detailed admin report

When an admin user has generated a report, they will be given the option of generating a more detailed report for a row. This option is not available for the **Company Summary**.

- Click the button on the left to generate a **Transaction Detail** report giving a complete breakdown of all transactions.
- Click the button on the right to generate a **Transaction Summary** report giving a summary of the transactions.

See also

To save or print your expenditure report 190

To save or print your expenditure report

To save your expenditure report

> **Note**
>
> If you are currently in Promap IQ, you will need to click on the **back to Promap** button in the top right hand corner of the screen to access the administration pages.

1. Generate your expenditure report. See To view standard expenditure reports 186 or To view expenditure reports as an admin user 187.
2. Click the **Save As Spreadsheet** button.
3. Click **Save** on the **File Download** dialog box.
4. In the **Save As** dialog box, select the folder where you would like to save the report.
5. When the download is complete click **Open** to view the file in an accounting package such as Excel.

   -or-

   Click **Close** to carry on with your work.

Saved spreadsheet files can be opened by spreadsheet packages such as Excel and imported into many databases.

To print your expenditure report

1. Generate your expenditure report.
2. Click **Print**.

   The **Print** dialog box will appear.
3. Choose the printer you would like to print on.
4. Enter the number of copies you would like.
5. Click **Print**.

Reference

In this chapter you will find:

Promap hot keys 191 for use when drawing objects on your map.

A website link to the Historical mapping legends 193.

Troubleshooting 195.What to do in order to solve any problems you may be having with Promap and how to contact the Technical Support team.

Landmark Company information 198, including Terms & Conditions.

Promap hot keys

Below is a list of hot keys you press on your keyboard when drawing shapes.

Key	Action
A (Angle)	Allows you to specify the angle of the current line from the previous line Press **A** when you're using the **Get Length** tool to draw a line or freehand shape. Type in the angle and press **Enter**.
L (Length)	Allows you to specify the length of the current line. This is always in metres regardless of the setting on the Display Settings tab. You can see the length in imperial measurements on the Shape Information box which appears automatically when you draw the line. Press **L** when you're using the **Get Length** tool to draw a line or freehand shape. Type in the length and press **Enter**. If you then want to cancel the length and draw the line freehand, press **Escape** on your keyboard.
Escape	• Cancels a length you've set using the **L** hot key. • Draws the final line and closes a shape you're

Key	Action
	drawing using the **Shape** tool. • Finishes a shape you're drawing using the **Get Length** tool.
Spacebar	Allows you to join multiple, white snap to point dots with one click. When drawing round a boundary using snap to point, hold the **Spacebar** down and click on a white dot further down the boundary line. This will continue your shape/line and join up all the points in between. It doesn't work when there's an orange dot in between your first and last point.
Backspace	Undoes the previous click when you're drawing a shape or line.
R (Radius)	Allows you to specify the radius of a circle. Draw a circle on the map. Press **R** on the keyboard, type the radius required and press **Enter**.
Enter	Allows you make changes to a shape once it's been completed. Click on the finished shape, press **Enter** on the keyboard. This will take you back to your last step. You can then use **Backspace** to delete the lines.
P (Previous)	Allows you to tab backwards through any customisations you have made. When you've drawn several features and you need to edit one or more, press **P** on the keyboard to select each previous feature.
N (Next)	The same as pressing P, except it selects the next feature.

Key	Action
Shift	• Allows you to click and drag around several objects you've drawn in order to select them all. Press and hold down **Shift** and then click and drag around the objects. Release the mouse and the **Shift** key when you've drawn around them all. • Allows you to restrict the movement of a dragged object to up or down. Select the object. Press and hold down **Shift** and then click and drag the object.
Ctrl	Allows you to select multiple objects one after the other. Press and hold down **Ctrl** and then click each object in turn. Release the **Ctrl** key when you clicked them all.

Landmark Historical Mapping Legends

To view the legend information for the various Historical Mapping scales and series provided in Promap, go to www.promap.co.uk/promap/historical_legends.jsp.

Dialog boxes

Here you will find details on how to use two features in Promap:

Relocate 193

Enter expenditure details 194

Relocate

You can use this dialog box when you're:

- Searching for a site for which you have no location information apart from that it's near a certain town or village.

  See To locate a site without a postcode or grid reference 39

- Searching for a site to develop

  See To search for sites to develop 41

It allows you to:

1. Search for a site on a map layer such as Street +.
2. View it on a Detail map layer (or any other map layer apart from aerial or historical).
3. Go back to Street + to search for another site.
4. Create a new Detail map centred on the new site.

If you simply went back to the Detail layer after step 3. you'd find that it was still centred on the site you found in step 2.

Enter expenditure details

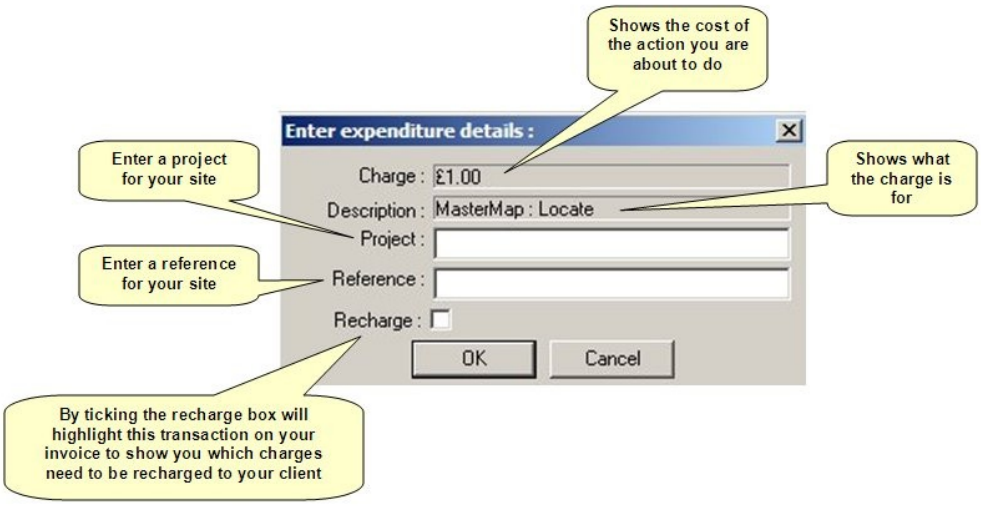
Promap automatically creates expenditure reports listing each chargeable action you perform. The **Enter expenditure details** dialog box appears before a chargeable action allowing you to allocate usage costs to different projects or clients.

You can enter a **Project** code and a **Reference**. These are stored in the database along with the charges you incur whilst using Promap. They appear in your expenditure reports allowing you to see how much money has been spent on any given project or client.

You must enter a **Project** and **Reference** and click **OK** or Promap will not proceed with the action.

Until you log out Promap remembers the last project code and reference you entered. So you only need to enter new ones if you have started work on a new project or for a new customer.

To enter expenditure details


Shows the cost of the action you are about to do
Enter expenditure details :
Enter a project for your site
Charge : £1.00
Shows what the charge is for
Description : MasterMap : Locate
Project :
Enter a reference for your site
Reference :
Recharge :
OK
Cancel
By ticking the recharge box will highlight this transaction on your invoice to show you which charges need to be recharged to your client

- Click **OK** to accept the charge.

  These details will be added to your expenditure reports.

Tips

- Never put your Username or Password in to the project or reference boxes. They are private to you and would allow anyone to purchase maps on your account.
- The project and reference field labels, and the recharge tick box label in the **Enter expenditure details** popup are customizable. You are able to change the name of the field labels, determine a set format for the data entered in the project field, and display a drop down list in the reference field. For more information and to request customisation please call customer services:

  0844 844 9960
- Project codes and references can be anything of your choosing. For example, you could use the names of customers for whom you are preparing maps or unique project codes used by your organisation.
- There is no benefit to entering the name of the current user in these fields. All chargeable actions will automatically be associated with the current user.

See also

To force users to enter expenditure details 181

Charges 162

Troubleshooting

If you are experiencing problems with Promap, please read the following carefully before contacting our Technical Support helpline 196.

Have a look at our the Frequently Asked Questions on our website at www.promap.co.uk/promap/faq.jsp

If this doesn't help, check that your Internet setup includes or allows the following:

Operating System

One of the following 32-bit systems: Windows 2000 SP4, XP SP2, Vista

Microsoft Internet Explorer 6 or 7

This website requires Microsoft Internet Explorer 6 or 7. The display of maps in this website is handled by Promap, using an ActiveX control that will run only in Internet Explorer 6 and above.

Download of ActiveX controls

The ActiveX control downloads automatically once you have successfully

logged In. You may be presented with a dialog box asking whether or not you would like to download and install a Promap component. We have a digitally signed control with a certificate of authenticity. This is your assurance that Prodat Systems created the software you are downloading and is not malicious in any way. Promap will not function correctly if you do not install the control.

Use of secure communications (https)

This website uses a secure connection to protect any sensitive information (e.g. your username and password) that is exchanged between you and our server. The secure connection mechanism is the same as that used by on-line banking and shopping sites to protect your account/credit card details.

Using this site through a firewall

If you are accessing this website from a machine on your corporate network, your Internet connection may be protected by a firewall. A firewall is designed to protect your corporate network from malicious attacks through the Internet. It may be configured to prevent you downloading ActiveX controls and other executable programs (which can be malicious).

It may also be configured to prevent you accessing websites that uses secure communications (perhaps to prevent employees shopping on-line during work hours).

If either of the above applies to you, Promap will not work correctly. You should contact your systems/network administrator and enquire about the possibility of relaxing these two constraints, or use a machine that is not governed by the firewall.

Contacting the Technical Support Team

The Technical Support team work from 8:30am until 5:30pm, Monday to Friday. They are happy to help you with any technical enquiries or problems you have.

Tel	0844 844 9961
Email	tech@promap.co.uk

They may then ask you to go to our corporate website and run a diagnostic test on your computer. This will not affect anything on your computer: It will just check your computer's ability to run Promap.

Specifications for Promap

Minimum Specification:

Windows 2000 SP4, XP SP2, Vista (32-bit only)

Internet Explorer 6 or 7 (Internet Explorer 8 is currently not supported)

Broadband connection

Colour Screen Resolution of 1024 x 768 pixels

Use of secure communications (https)

PDF reader (required for all environmental, utilities and flood reports, Historical Mapping and Promap IQ)

CSV reader (required for some reports and e-billing)

32 bit colour depth

Important: Please read

If you are going to access this website from a machine on your corporate network, then your Internet connection may be protected by a firewall. A firewall is designed to protect your corporate network from malicious attacks from the Internet. It may be configured to prevent you downloading ActiveX controls and other executable programs (which can be malicious).

It may also be configured to prevent you accessing websites that uses secure communications (perhaps to prevent employees shopping on-line during work hours).

If either of the above applies to you, Promap will not work correctly. You should contact your systems or network administrator and enquire about the possibility of relaxing these two constraints.

If you have a 64-bit operating system, please contact our **Technical Support** team on **0844 844 9961**.

Landmark Company Information

This chapter gives you more information about Landmark Information Ltd, the company that runs Promap.

Contact details

Henley Office – *Landmark Property*

Landmark Information Group
The Smith Centre
Henley-on-Thames
Oxfordshire
RG9 6AB

Tel:	0844 844 9950
Fax:	0844 844 9951
Sales:	sales@promap.co.uk
Customer Services:	0844 844 9960 customerservice@promap.co.uk
Technical Support:	0844 844 9961 tech@promap.co.uk
Training:	0844 844 9965 training@promap.co.uk
Environment Customer Services:	0844 844 9952 customerservices@landmark-information.co.uk

Exeter Office (Head Office) – *Landmark Solutions*

Landmark Information Group
6-7 Abbey Court
Eagle Way
Sowton Industrial Estate
Exeter
Devon
EX2 7HY

Tel: (01392) 441700

Fax: (01392) 441709

Related websites

Related websites

www.promap.co.uk

Promap is *the* industry standard digital mapping delivery system, used by hundreds of companies across the country. It uses a unique pay-as-you-go charging system to provide cost effective access to seven layers of Ordnance Survey mapping including MasterMap data for the whole of mainland Great Britain.

www.landmarkinfo.co.uk

Landmark Information Group is a specialist in the collation and distribution of environmental data. Their corporate site provides a comprehensive list of products and services offered by Landmark.

www.ordnancesurvey.co.uk

Britain's national mapping agency, responsible for creating and maintaining a huge range of map products and data.

www.enviroscreen.co.uk

Enviroscreen is an online environmental risk screening tool for commercial property, delivering a cost effective and straightforward approach for tackling contamination and environmental issues.

Terms and Conditions

For all our Terms and Conditions, please see our website www.promap.co.uk/promap/terms.jsp.

Index

- A -

A key 61, 191
Accuracy, increasing using 'snap to point' 53
Acres, using 160
ActiveX control 22, 195
Add point tool 64
Address Search dialog 34
Admin user on 158
Administration
  admin users 165
  folder view 166
  overview 165
  tasks 168
Aerial 24
Aerial photography
  buying 131
  charges 162
  customising 133
  ordering 131
  ordering large aerials 134
  printing 134
  samples 124
  suppliers 8, 123
  uses of 123
Aligning objects 80
Angles, setting 61, 191
Arrows
  changing 70
  drawing 60

- B -

Backspace key 63
Basics of using Promap 13
Billing 9, 47, 162, 163
Bmp, downloading maps 110
Buildings, drawing on maps 61

- C -

CAD systems, using Promap data 112
Charges
  free roaming 47
  list of 162
  viewing expenditure 185
Check for saved maps 36
Circle Properties dialog box 68
Circle tool 56
Clearances
  checking 55
  indicating 56
Click and drag 20, 46
Close map 45
Colour schemes
  applying 74
  deleting 75
  organising files 73
  saving 73
  setting a default scheme 158
  setting user defaults 181
Colouring objects 51
Contacting us
  Landmark Information Group 198, 199
  technical support 196
Coordinates, Easting and Northing 33, 58
Copy to clipboard
  maps 111
Copying objects 77
Copyright
  Ordnance Survey Paper Map Copying Licence 183
Ctrl key 191

- D -

Data Export dialog box 116
Delete point tool 65
Deleting
  files & folders 91
  lines 63, 191
  objects 65
Detail 24, 112
Developers
  finding potential sites 41
Distances, measuring 50, 54
Documentation, downloading 19
Downloading
  maps 110

Drag and drop 20
Drawing
aligning objects 80
around a shape 52
copying objects 77
deleting objects 65
grouping objects 78
locking in place 82
locking to background 82
making changes 62, 68
matching sizes 81
moving objects 66
resizing objects 66
rotating objects 67
selecting objects quickly 63
shapes 60
shapes and symbols available 59
'snap to point' 53
spacing objects out 80
Drawing libraries
converting from PromapCD 86
creating 83
deleting 86
opening 84
saving 84
showing 86
using items from 85
DWG files 112
DXF files 112

- E -

Easting & Northing 33, 44, 58
E-Billing 9
Encryption 12
Enter expenditure details
custom labels 194
dialog box 194
forcing users to 181
project 194
recharge 194
reference 194
Enter key 191
Enviroscreen
charges 162
Escape key 191
Expenditure reports
admin users 187
detailed admin report 189
printing reports 190
saving reports 190
standard users 186
what's in them 185
Explorer 24
Exporting maps
charges 162
DSM 113
DTM 113
DXF format 112
GML format 112
how can you use this? 112
Licencing 113
Mastermap 113
PDB 113
samples 115
steps for 116
VPE 113

- F -

Fees 162
viewing expenditure 185
Files, opening 33
Fill tool 51
Firewalls, using Promap with 22, 195
Folders
creating new 90
organising 91
Fonts
in print templates 101
in text boxes 69

- G -

GB map 24
Get Length tool 54, 55
Gif
downloading maps 110
historical maps 141
GIS systems, using Promap data 112
GML files 112
Grid lines 160
Grid references
obtaining easting & northing 58
real time 59
Grouping objects 78

- H -

Headers & footers 101
Hectares, using 160
Height Data
  suppliers 8
Help, online 17
Historical maps
  charges 162
  downloading 143
  legends 193
  ordering 141
  overview 135
  samples 138
  saving 143
  supplier 136
  uses of 136
  zip file 143
Home button 46
Hot keys for shapes 191
Hybrid 24

- I -

Imperial 160
Installing Promap 22
Invoicing 9, 162, 163

- J -

Jpeg, downloading maps 110

- K -

Keyboard shortcuts for shapes 191
Keyword, searching for maps 44

- L -

L key 55, 61, 191
Labels 61
Layers
  of objects on a map 79
  selecting 36
  switching map 30
  types of map 24
Legend tool 71, 72
Legend, enabling changes to 181
Length, setting 191
Lines
  adding points to 64
  changing 70
  drawing 60
Locked files 90
Locking objects in place 82
Locking objects to background 82
Loggin out 23
Logging in 22
Logos 102

- M -

Map navigation toolbar 14
Maps
  adding text to 61
  adding your logo to 102
  advanced customisations 77
  browse saved 43
  changing appearance to 71, 72
  charges 162
  closing 45
  colour schemes 73
  converting from PromapCD 93
  copy to clipboard 111
  downloading 110
  drawing buildings on 61
  drawing on 49, 60, 68
  historical 135
  layers 24, 36
  locating 33
  moving around 20, 46
  opening 33, 34, 39, 41, 42, 44
  printing 95
  read only 89, 90
  recent 42
  saved 42, 43
  saving 88, 89, 90
  search for saved 44
  suppliers 8
  switching layers 30
  types 24
  using in other applications 109, 112, 116
  zooming 20, 47
Mastermap format 112

Measurements
imperial or metric 160
system settings 160
viewing 57
Measuring
annotating maps 58
between two points 54
by drawing around a shape 52
by filling 51
clearances 55
objects 50
selecting shapes for 50
Metric 160
Mouse 20
Moving around maps 46

- N -

N key
selecting next object 191
using to select objects 57
North point 99

- O -

Objects, see also Shapes
aligning 80
available 59
copying 77
deleting 20
grouping 78
hot keys 191
locking in place 82
locking to background 82
matching sizes 81
moving 66
re-ordering 79
resizing 66
restricting movement of 191
rotating 67
selecting multiple 20, 63, 191
spacing out 80
Oblique Imagery
suppliers 8
Offices
creating 177
editing 177
Online Help, using 17
Open map dialog 42
order summary 151
ordering an environmental report 151
Ordnance Survey Paper Map Copying Licence 183, 184
OS Tile number 34
Ovals
drawing 60
making changes to 68
Overlapping objects
re-ordering 79
selecting 63

- P -

P key 57, 191
Passwords 12, 22
PDF
historical maps 141
user guide 19
Photographs, see Aerial photography 123
Place name 34
Png, downloading maps 110
Previous object, selecting 191
Print layouts
creating templates 103
default templates 104
deleting templates 107
editing 105
headers & footers 101
logos 102
organising files 108
overview 101
overwriting templates 107
setting a default 158, 181
using templates 104
Printing
charges 162
expenditure reports 190
photographs 134
Printing maps
centring the print frame 98
fixing the print frame 99
moving the print frame 98
paper size 95
setting the frame and scale 95
steps for 99
stretching the print frame 97

Products
Historical Maps 135
Promap IQ 135
Reports 135
Project codes, default 158
Promap
basics 13
contacting us 196, 198
specifications 196
terms & conditions 199
window 17
Promap IQ 36, 144
PromapCD
converting libraries 86
converting maps 93

- R -

R key 56, 191
Radius
indicating clearance with 56
setting 191
Read only files
making 89, 90
saving changes to 90
Rectangles
drawing 60
making changes to 68
Reference codes, default 158
Relocate
dialog box 193
using to locate a site 39, 41
Re-ordering objects 79
Report Order Tracking 155
Reports 145
confirming an order 153
order confirmation 153
order settings 150
ordering an environmental report 148, 150, 153
Report Order Tracking 155
report ordering 148
selecting your site 147
Reports, expenditure 185
Road atlas 24
Roaming
for a site 40, 41
free 47
Rounded rectangles
drawing 60
making changes to 68

- S -

Saving
colour schemes 73
drawing libraries 84
expenditure reports 190
files 88
historical maps 143
Scale bar 99
Security 12
Shading objects 51
Shape information popup 50, 57, 58
Shape tool 52, 61
Shapes
adding points to 64
deleting a point from 65
deleting lines 63, 191
dragging out a point 64
drawing around 52
filling 51
making changes to 62, 68
measuring 50
showing measurements of 50
Shift key
restricting object movement with 66
using to lasso objects 191
Show fonts & logos dialog box 101, 102
Show measurements 57
Site markers
default style 160
deleting 49
selecting style 36
Sites
for potential development 41
searching for 33, 34, 39, 41
Snap to point
using to draw around a shape 52
using with the spacebar 191
what is it? 53
Spacebar 191
Spacing objects 80
Specifications 196
Street 24

Street + 24
Symbols
changing 70
drawing 60
System settings 158, 160

- T -

Technical support contacts 196
Templates, see Print layouts 101
Terms and conditions 199
Text boxes
adding 61
changing 69
with measurements 58
Text tool 61
Tiff, downloading maps 110
Toolbars
expanding 14
map navigation 14
Town maps 24
Trees, drawing as symbols 60
Troubleshooting 195
Tutorial, computer basics 13

- U -

Usage restrictions 178, 179
User accounts
creating 168
deleting 172
modifying 171
setting defaults 181
usage restrictions 178
User groups
adding & removing users 174
creating 174
deleting 175
what are they? 173
User IDs
administering 165
security of 12
Username 22

- W -

What's new in Promap 10
Writing on maps 61

- Z -

Zooming maps 47

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